**INFORMATION SHEET FOR PARTICIPANTS**

*You will be given a copy of this information sheet*

## Full title of study

We would like to invite you to participate in this research project. You should only participate if you want to; choosing not to take part will not disadvantage you in any way.

Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information.

## Please include brief details of the following using easy to understand lay terms

1. *Aims of the research and the rationale for doing it including any possible benefits*
2. *Who you are recruiting (including exclusion criteria)*
3. *What will happen if the participant agrees to take part (when, where, how long etc) It should be made clear if aspects of the process will be audio &/or video recorded and what the process is for transcribing and storing the data. It should be made clear if an external agency is being used to transcribe data.*
4. *Any risks (e.g. the time involved, any limits to confidentiality, the need for disclosure of information to a third party, possibility for distress)*
5. *Clarification of the process for ensuring anonymity and confidentiality, including any limits to confidentiality. If you are offering choices to participants re anonymity/identification, this should be made clear.*
6. *Participants must be informed of what information will be held about them and who will have access to it (this relates to information that is identifiable or could potentially be linked back to an individual).*
7. *Possible benefits (it is good practice to offer participants a copy of any final report)*
8. *Plans for dissemination/publication of data &/or project report.*

Interviews/focus groups will be audio&/or video recorded, subject to your permission. Recordings of interviews will be deleted upon transcription. *(This clause should be amended to fit the circumstances and included if it applies)*

Submission of a completed (or partially completed) questionnaire (by pressing the 'submit' or 'finish' buttons if online questionnaires are used) implies consent to participate, and for all data collected to be used. *(This clause should be amended to fit the circumstances and included if it applies)*

As participation is anonymous it will not be possible for us to withdraw your data once you have returned your questionnaire. *(This clause may be included if it applies)*

It is your choice whether or not to take part. If you decide to take part you are still free to withdraw from the study at any time and without giving a reason.

You may also withdraw any data/information you have already provided up until it is transcribed for use in the final report. *(This clause may be included if it applies)*

If you have any questions or require more information about this study, please contact the researcher using the following contact details:

## Name and full contact details of researcher

**Thank you for taking the time to read and consider this information**