The template below contains examples of the main points the information sheet should include. Instructions are *italicised*, procedure-specific and example wording isn’t. Remember to delete the advisory text and change the footer to be specific to your study.

**[Study Title – this may need to be a shorter, lay version]**

**PARENT/GUARDIAN INFORMATION SHEET**

Central University Research Ethics Committee Approval Reference: [Insert]

***Why is this research being conducted?***

*State the background, purpose and aims of the research. Remember to be brief and don’t use overly complicated language that a* [*lay person*](https://researchsupport.admin.ox.ac.uk/files/writingforparticipantspdf) *wouldn’t understand. Consider what a potential parent/guardian would want to know.*

***Why have we been invited to take part?***

You have been invited to take part in this research with your child because they are within the age range that we are looking for (x-y months). The research involves a single appointment at the BabyLab.

Before taking part, we ask that, where possible, you discuss the research with anyone else who has parental responsibility for the child.

***Do we have to take part?***

*It is important that parents/guardians understand that they have a choice about whether they take part. For example, you could say:*

No. It is up to you to decide if you want to take part in this research. You can withdraw your child, without giving a reason, [and without negative consequences – *include if appropriate*], by advising me/ us of this decision. [*If applicable -* The deadline by which you can withdraw any information you have contributed to the research is [*insert deadline before publication/ submission of thesis]*]. [*Please explain what will happen to any data that has already been collected if they decide to withdraw*.]

***What would we have to do?***

The research will involve sitting with your child while they face a television screen that will display pictures of objects, and they will hear accompanying sounds or speech. Your child will wear a special cap, which will enable us to record the electrical activity generated by the brain in the form of electroencephalographic (EEG) signals. The hat is similar to a swimming cap made of stretchy cloth and it has some sensors attached to it. We will fill these sensors with a special conductive paste that will allow them to pick up the EEG signals. <More detailed description of what will happen>. The procedure will take approximately 30-60 minutes.

The procedures involve no health risks for the baby as the sensors passively receive information from the child’s skin. We are very experienced in working with babies and appreciate that they may not always want to do what we want them to! Most babies seem to enjoy taking part, though occasionally a baby may become grumpy, sleepy, or hungry. In this case, or for any other reason you can stop the session immediately without any penalty. You are free to ask questions, or request additional details at any time and we will endeavour to provide satisfactory answers.

In appreciation of your time and effort, you will receive a small gift for your child.

***Who will have access to the data?***

*Clearly list all types of data that will be collected from participants (as described on your ethics application form), where it will be stored, and how long for. Specify any* [*special category data*](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#S) *that is to be collected.*

Identifiable data (including consent forms) will be stored [*insert location,* [*security measures*](https://researchsupport.admin.ox.ac.uk/files/bpg09datacollectionandmanagementpdf) *and explain how long the data collected will be stored*]. Other research data will be stored for [x] years after publication or public release of the work of the research. *Mention if personal details need to be shared (and with whom) in order for participants to receive payments/ vouchers, if applicable.*

Only trained BabyLab researchers holding a DBS check will have access to the identifiable or potentially identifiable data obtained from this research. Your child’s data will be publicly reported in an anonymised form.

We will continue to retain your details on the BabyLab database whether or not you choose to take part in this research, unless we hear from you otherwise.

***Will the research be published? Could I be identified from any publications or other research outputs?***

The findings from the research will/may be written up [*please describe - e.g. in a thesis, dissertation, academic publications, conference presentations, a report commissioned by an external organisation, websites, videos etc.*] *Explain whether it will be possible for participants to be identifiable from the outputs and clarify whether they have a choice about this.*

*If applicable*: I/ We would like your permission to use direct quotations [*and for your name to be attributed to these/ but without identifying you*] in any research outputs.

*NB: For doctoral students or other qualifications where a thesis or dissertation needs to be deposited in the* [*Oxford University Research Archive*](https://ora.ox.ac.uk/deposit)*, include the following*: A copy of my thesis/ dissertation will be deposited both in print and online in the [Oxford University Research Archive](https://www.bodleian.ox.ac.uk/finding-resources/theses/theses) where [it will be publicly available to facilitate its use in future research/ its access will be restricted].

***Data Protection***

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the research.

The University will process your personal data for the purpose of the research outlined above. Research is a task that we perform in the public interest.

Further information about your rights with respect to your personal data is available from <https://compliance.web.ox.ac.uk/individual-rights>.

***Who has reviewed this research?***

This research has received ethics approval from a subcommittee of the University of Oxford Central University Research Ethics Committee. (Ethics reference: xxxxx).

***Who do I contact if I have a concern about the research, or I wish to complain?***

If you have a concern about any aspect of this research, please contact *[insert primary researcher name and University tel. no./ ox.ac.uk email address*] or [*insert supervisor name and University tel. no./ ox.ac.uk email address*], and we will do our best to answer your query. We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the University of Oxford Research Governance, Ethics & Assurance (RGEA) team at [rgea.complaints@admin.ox.ac.uk](mailto:rgea.complaints@admin.ox.ac.uk) or on 01865 616480.

***Further Information and Contact Details***

*You should give the participant a contact point for further information. This can be your name, address and telephone number or that of another researcher in the team. If this is a supervised-student project, the student and supervisor should discuss whether to include the student’s contact details as well as those of the student’s supervisor. The use of personal phone numbers should be avoided. Email addresses should be provided by the University (ending in ox.ac.uk).*

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

[*Insert the name of the primary researcher*]   
[*Insert the name of the Department*]   
[*Insert the postal address*]   
University tel: [*insert number*]   
University email: [*insert address*]