Optional statements are highlighted turquoise – delete if not applicable to your research (then delete all advisory text – highlighted yellow)

**[Research/Study Title]**

**PARTICIPANT INFORMATION SHEET**

Ethics Approval Reference: [Insert]

1. ***What is the purpose of this research?***

*[Please state the background, purpose and aims of the research]*

This study hopes to answer the following questions…

1. ***Why have I been invited to take part?***

You have been invited because…*[eg. include age range]*

The exclusion / inclusion criteria are…

1. ***Do I have to take part?***

No. You can ask questions about the research before deciding whether or not to participate. If you do agree to participate, you may withdraw yourself from the study at any time, without giving a reason, by advising the researchers of this decision.

1. ***What will happen to me if I take part in the research?***

*[This section details what will be involved in your research from a participant’s point of view, and in the order they will experience it. If there are multiple study visits, describe them in turn.]*

*As a minimum you should include:*

If you are happy to take part in the research, you will be asked to attend a single/multiple visit(s) at….

If applicable: Upon arrival, we will talk you through the study procedures and give you the chance to ask any questions.

This should take approximately….. minutes/hours

If you are still happy to take part, you will then be asked to sign a consent form.

*[Give details of any follow-up visits, with duration and frequencies].*

*[You must inform the participant if your research will involve video/audio-taping or photography. Specific consent will be needed if published material identifies the subject.]*

1. ***Are there any potential risks in taking part?***

The following risks are involved in taking part….

The specific preparatory requirements are…

In order to reduce any potential risks, the researchers will….

1. ***Are there any benefits in taking part?***

***Either:*** The benefits of taking part are…

***Or:*** There will be no direct benefit to you from taking part in this research.

1. ***[Optional] Expenses and payments***

**Either:** You will receive [x amount/voucher/gift] for [participation/reasonable travel costs/meals/child-care].

**Or:** There will be no payment for taking part in this study.

1. ***What happens to the data provided?*** [[1]](#footnote-2)

The information you provide as part of the study is the **research data**. Any research data from which you can be identified (eg. your name, date of birth, audio recording), is known as **personal data**. [If applicable to the study: this includes more sensitive categories of personal data (**sensitive data**) such as your racial or ethnic origin or data concerning your health]. It does not include data where the identity has been removed (anonymous data).

We will minimise our use of personal [if applicable: and sensitive] data in the study as much as possible.

The **research data** will be stored confidentially using…

Your responses will be [anonymised/ not anonymised]...

**Personal / sensitive data** will be stored confidentially using….

The [researcher and/or e.g. research team, supervisor, collaborator / translator / transcriber…] will have access to personal/sensitive data / research data. Responsible members of the University of Oxford may be given access to data for monitoring and/or audit of the research.

*[Note: please encrypt electronic storage devices, especially if you deal with sensitive personal data. Please see* [*http://researchdata.ox.ac.uk/home/managing-your-data-at-oxford/storage-and-backup/*](http://researchdata.ox.ac.uk/home/managing-your-data-at-oxford/storage-and-backup/)*. Please also encrypt data and files before transferring or uploading these, see* [*https://www.youtube.com/channel/UC4FTuOgYsOYOGAbpfBZ\_7iw*](https://www.youtube.com/channel/UC4FTuOgYsOYOGAbpfBZ_7iw)*]*

[*If applicable*] We would like your permission to use direct quotes.

All research data will be stored for at least [x] years after publication or public release of the work of the research. *[Note that University policy stipulates a minimum of 3 years after publication, but certain funders may specify longer retention periods and additional data management requirements – see* [*http://researchdata.ox.ac.uk/university-of-oxford-policy-on-the-management-of-research-data-and-records/*](http://researchdata.ox.ac.uk/university-of-oxford-policy-on-the-management-of-research-data-and-records/)*].*  We may retain and store your personal data for an additional period of time as necessary for the purposes of the study, and for further research.

[*If applicable:* Your personal data may be transferred to, and stored at, a destination outside the European Economic Area. We will make sure that identifiable data is removed whenever possible and that any data transfer is done securely and with a similar level of data protection as required under UK law.

*[If applicable*] We would like your permission to use anonymised data in future studies, and to share data with other researchers (e.g. in online databases). All personal information that could identify you will be removed or changed before information is shared with other researchers or results are made public.

1. ***Will the research be published?***

The research may be published in…

*[Note on student thesis online publication (only relevant if you are a student whose successful thesis will be deposited both in print and online in the University archives) – standard wording in turquoise]:*

The University of Oxford is committed to the dissemination of its research for the benefit of society and the economy and, in support of this commitment, has established an online archive of research materials. This archive includes digital copies of student theses successfully submitted as part of a University of Oxford postgraduate degree programme. Holding the archive online gives easy access for researchers to the full text of freely available theses, thereby increasing the likely impact and use of that research.

The research will be written up as a thesis. On successful submission of the thesis, it will be deposited both in print and online in the University archives, to facilitate its use in future research. The thesis will be openly accessible. [OR, if an application will be made for the thesis to be published with restricted access, please state this here].

1. ***Who is organising and funding the research?***

*[Give details of the Organising Department/Researcher and the organisation/company funding the research]*

1. ***Who has reviewed this study?***

This study has been reviewed by, and received ethics clearance through, the University of Oxford Central University Research Ethics Committee (Reference number: xxx).

1. ***Who do I contact if I have a concern about the study or I wish to complain?***

***a) For studies reviewed by a University research ethics committee only:***

If you have a concern about any aspect of this study, please speak to the relevant researcher [insert tel. no. here] or their supervisor [insert tel. no. here], who will do their best to answer your query. The researcher should acknowledge your concern within 10 working days and give you an indication of how they intend to deal with it. If you remain unhappy or wish to make a formal complaint, please contact the relevant chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter in a reasonably expeditious manner:

Chair, **Medical Sciences Inter-Divisional Research Ethics Committee**; Email: [ethics@medsci.ox.ac.uk](mailto:ethics@medsci.ox.ac.uk); Address: Research Services, University of Oxford, Wellington Square, Oxford OX1 2JD

**OR**

Chair, **Social Sciences & Humanities Inter-Divisional Research Ethics Committee**; Email: [ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk); Address: Research Services, University of Oxford, Wellington Square, Oxford OX1 2JD

**OR**

[For applications reviewed by the **Oxford Tropical Research Ethics Committee** (OxTREC), please insert the contact details for the local ethics committee which has reviewed your study]

**OR**

***b) For studies reviewed by both a University research ethics committee and the Clinical Trials and Research Governance team:***

If a participant in University-sponsored research is ever considered to have suffered harm through their participation, the University has arrangements in place to provide for compensation. If you have a concern about any aspect of this study, please speak to the researcher [insert name and tel. no here] or the Principal Investigator [insert name] [*delete as necessary*], who will do his/her best to answer your query. The researcher should acknowledge your concern within 10 working days and give you an indication of how he/she intends to deal with it. If you remain unhappy or wish to make a formal complaint, please contact the University of Oxford Clinical Trials and Research Governance (CTRG) office on 01865 572224, email [ctrg@admin.ox.ac.uk](mailto:ctrg@admin.ox.ac.uk), who will also inform the chair of the Research Ethics Committee at the University of Oxford.

1. ***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 study.

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 <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.

1. ***Further Information and Contact Details***

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

[Insert Primary Researcher Name]

[Insert Department Name]

[Insert Department Address]

Tel: [Insert Number]

Email: [insert address]

1. Please refer to [CUREC’s Best Practice Guidance on Data Collection and Management](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) (BPG 09) [↑](#footnote-ref-2)