



PARTICIPANT INFORMATION SHEET

General Guidance

Information sheets should be written in simple, non-technical terms appropriate to your audience. Use short words, sentences and paragraphs with clear sub-headings to make the text manageable, and a font size for easy reading. Large sections of unbroken text should be avoided and bullet pointed lists used where appropriate. The tone should be invitational and not coercive or overly persuasive.

The title of the study and the researcher's name should be clear with contact details for further information provided. *In the interests of safety the HSS Ethics Panel would advise students not to include home addresses or personal telephone numbers (mobile or home) as contact details for participants.*

The participant should be given a copy of the information sheet for reference and you should also keep a copy for your own records.

Relevant information

The information sheet should include the following information as a minimum:

- The purpose of the study
- What will happen to the participants
- Any risks / benefits involved in participation
- Details of how confidentiality will be ensured
- Details about how personal data will be stored
- A clear statement that participation is voluntary and that they are able to withdraw at any stage
- Contact details of the researcher AND [module leader/supervisor*]
- Where studies are likely to involve discussion, recollection of sensitive or distressing topics/events signposting to relevant support organisations must be included in the participant information sheet.

PLEASE SUBMIT COPIES OF YOUR PARTICIPANT INFORMATION SHEET FOR REVIEW WITH YOUR ETHICS APPLICATION.

Below is a template for you to base your Participant Observation Sheet on. Please amend it accordingly to fit with your proposed research plans.

- Staff to delete as appropriate



LIVERPOOL JOHN MOORES UNIVERSITY PARTICIPANT INFORMATION SHEET TEMPLATE

Title of Project

Name of Researcher and School/Faculty

Insert an introductory paragraph, for example:

"You are being invited to take part in a research study. Before you decide it is important that you understand why the research is being done and what it involves. Please take time to read the following information. Ask me if there is anything that is not clear or if you would like more information. Take time to decide if you want to take part or not."

1. What is the purpose of the study?

The background and aim of the study should be given in language understandable to a lay person. This section should be brief but informative and should not be misleading. Where the research is a student led research project this should be made clear.

2. Do I have to take part?

Explain that this is voluntary e.g. "No. It is up to you to decide whether or not to take part. If you do you will be given this information sheet and asked to sign a consent form. You are still free to withdraw at any time and without giving a reason. A decision to withdraw will not affect your rights/any future treatment/service you receive."

3. What will happen to me if I take part?

This information should be written in language understandable to a lay person and should include:

- *How long the participant will be involved*
- *How long the research will last*
- *What exactly will happen e.g. interviews, questionnaires, etc*

4. Are there any risks / benefits involved?

Any risks, discomforts or inconvenience should be briefly outlined.

5. Will my taking part in the study be kept confidential?

The participant must be told in simple terms how their confidentiality is being safeguarded during and after the study.

Contact Details of Researcher

Contact Details of Module Leader