**APPENDIX A**

**A model Participant Information Sheet for Adults**

Participant Information Sheets (PIS) will vary greatly, depending on the nature of the research, but the ‘Frequently Asked Questions’ format is the favoured one. The main points are that the PIS should be informative and honest, and written in a language which is intelligible to the people it is aimed at. A PIS full of jargon or an assumption that what is obvious to the researcher is obvious to everyone else is a common fault.

Appendix A sets a framework for writing a PIS. You do not have to follow the framework in every detail and may include your own sections if you see fit. The text in italics provides guidance; but don’t use italics in your own PIS. The text in regular font offers particular phrases or sentences that you might use. Ensure that your participants have several methods of contacting the researchers if possible but do not include any personal contact details such as personal mobile phone numbers or email addresses.

**APPENDIX B**

**A model Consent Form for Adults**

The object of the consent form is to signify that the participant is consenting to everything described in the text of the information sheet. In some cases this might be a simple statement of consent followed by the participant’s signature. More often a fuller itemised or hierarchical consent form may be needed to cover important issues, especially if additional elements are optional for the participant. These may include:

* Consent to the use of audio/visual recording, with possible use of

verbatim quotation or photography

* Authority to contact the participant’s GP
* Use of data for purposes other than this research project (future projects)
* Agreement to receive individual feedback from testing
* Sharing of data with other institutions

The signatories to the consent should be those who are involved in the consent process, e.g. the participant, the researcher or a representative of the researcher delegated to take consent. An independent witness is not routinely required except in the case of consent by a participant who may be blind, illiterate etc.

 **APPENDIX A**

***Title of Research***

**Participant Information Sheet**

You are being invited to take part in a research study [as part of a student project – ***participants should be told about the overall aim of the research and whether it will be for a degree***]. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.

**Who will conduct the research?**

*Insert the name of the researcher(s) and the School/Academic unit address.*

**What is the purpose of the research?**

*Provide a brief and simple to understand explanation of what you, the researcher, are hoping to achieve by the research*

**Why have I been chosen?**

*Provide a statement explaining how the participant was chosen and how many other participants will be involved.*

**What would I be asked to do if I took part?**

*Provide an explanation of what is going to be done by you, the researcher, and a clear explanation of what the participant is expected to do during the research. Also include an explanation of the risks, pain or discomfort, if any, that the participant may experience.*

*If there is a need to inform a GP of any untoward findings then how this will take place needs to be outlined here and permission to contact the GP in such cases sought in the consent form*

**What happens to the data collected?**

*Provide a clear explanation as to how the data will be used.*

**How is confidentiality maintained?**

*Provide a statement on how you will maintain confidentiality, where data will be stored and kept secure and for how long. If interviews etc are to be audio or video recorded say how and when the recordings are to be destroyed. Also if 1) there is a risk of harm to self or others this may need to be disclosed as part of a safeguarding process, or 2) there is a risk that reportable professional misconduct is disclosed. If this is the case then this will need to be outlined here and reflected in the consent*

**What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself.

*If participants cannot withdraw after a specific point in the study (for instance, after data has been anonymised) this needs to be documented in the PIS stating why*

**Will I be paid for participating in the research?**

*Provide a clear statement of payment arrangements for compensation for the participant’s time and inconvenience and any out-of-pocket expenses, course credits, if applicable.*

**What is the duration of the research?**

*Provide details on the duration of the study (e.g. 3x ½ hour interviews; 1x 30 minute questionnaire etc)* *Remember to also include time for checking processes or taking part in follow up interviews or multiple processes*

**Where will the research be conducted?**

*Provide details of the location and venue.*

**Will the outcomes of the research be published?**

*Provide details of anticipated outcomes in respect of publication of findings.*

**Disability and Barring Service (DBS) Check (if applicable)**

*Provide a statement declaring that the researcher who may have access to children or vulnerable adults has undergone a satisfactory DBS check.* *If this paragraph is not relevant to your research delete it.*

**Who has reviewed the research project?**

*Indicate that the project has been reviewed by the University of Manchester Research Ethics Committee 1/2/3/4/5/ or other if it is not one of the five University RECs. This, if necessary, can be adjusted after approval.*

**What if something goes wrong?**

*You should provide contact details for any agency which might provide assistance if the participant subsequently wants help or advice. This might be yourself, or in the case of vulnerable subjects, a specialist agency. This will be reflected in a distress policy this might range from saying you will pause to see if the participant wants to carry on or withdraw, right up to how to manage a person in severe distress as appropriate for the study you are carrying out*

**What if I want to complain?**

*You must include a way for the participants to contact someone if they have any complaints. The first point of contact should be yourself, followed by your supervisor or PI and then the University using the paragraphs below:*

If there are any issues regarding this research you should contact the researcher in the first instance *PROVIDE CONTACT DETAILS.* However, if you would prefer not to discuss with members of the research team, please contact *ADD DETAILS HERE OF A PRINCIPAL INVESTIGATOR/SUPERVISOR, OR APPROPRIATE INDIVIDUAL WITHIN THE SCHOOL WHO COULD SPEAK ABOUT THE STUDY.*

If you wish to make a formal complaint about the conduct of the research you can contact a Research Governance and Integrity Manager, Research Office, Christie Building, University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 275 2674or 275 8093

**How can I contact you?**

*Add researcher (and if relevant, supervisor) contact details including email and telephone number these contact points should be professional email and phone numbers not personal contacts*

**This Project Has Been Approved by the School of Arts, Languages and Cultures Research Ethics Committee, University of Manchester (*Date*)**

 **APPENDIX B**

**Project Title**

**CONSENT FORM**

***Please note that example consent points 3-6 will most specifically relate to interview or focus group studies.***

If you are happy to participate please complete and sign the consent form below.

**Please initial box**

|  |  |
| --- | --- |
| 1. I confirm that I have read the attached information sheet on the above project and have had the opportunity to consider the information and ask questions and had these answered satisfactorily. |  |
| 2. I understand that my participation in the study is voluntary and that I am free to withdraw at any time without giving a reason and without detriment to my treatment/service/self.*If the participant cannot withdraw beyond a certain point this needs to be reflected in this section* |  |
| 1. I understand that my data will remain confidential

*If there are any times when comments will be disclosed to others this needs to be outlined in the PIS and reflected here* |  |
| 4. I understand that the interviews will be audio-recorded. |  |
| 5. I agree to the use of anonymous quotes. |  |
| 6. *This clause should only be used if the data is being retained for a further study by the research team when the comment should read along the lines of* I agree to my data being retained indefinitely for further research related to …..*Or if the data is being archived for use as secondary data reading along the lines of* I agree that any data collected may be archived and used as anonymous data as part of a secondary data analysis process  |  |

I agree to take part in the above project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of participant |  | Date |  | Signature |
| Name of researcher |  | Date |  | Signature |

**This Project Has Been Approved by the School of Arts, Languages and Cultures Research Ethics Committee, University of Manchester (*Date*)**