

Team Resilience at Work

Participant Information Sheet (PIS)

You have been invited to take part in a research study as part of a PhD research study at the Alliance Manchester Business School that aims to assess a team's resilience, i.e. their capacity to overcome setbacks at work.

Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part 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. Thank you for taking the time to read this.

About the research

➤ **Who will conduct the research?**

Angelique Hartwig (lead researcher)

PhD Student in Organisational Psychology,
PMO Division, Alliance Manchester Business School

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

This research project aims to assess team members' perception of resilience in their work team and what factors contribute to a team's ability to successfully manage and overcome challenges. The study aims to validate the Team Resilience Emergence Scale (TRES) scale, which assesses a team's resilience at work, and to examine what team factors may facilitate resilience in teams (e.g. team cohesion, team leadership).

You have been invited to participate in this research as you are currently working as part of a team and/or are the team's supervisor/team lead. For this research, you will be asked a series of questions regarding your current teamwork that will give us insight into how your team's perception of resilience is shaped and what factors contribute to the team's ability to overcome adverse events or challenges. The findings can be utilised to develop recommendations on how team resilience may be increased in the future.

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

The study findings will form part of a PhD thesis and is aimed to be published in a relevant high-quality peer-reviewed journal. The study results may also be shared at an academic conference. If you would like to be informed of any publications of the research findings, please feel free to contact the lead researcher.

➤ **Who has reviewed the research project?**

The project has been reviewed by The AMBS Research Ethics Committee.

What would my involvement be?

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

We will invite you to complete an online survey using the survey link provided by the lead researcher.

First, you will be asked to enter your team ID (given by lead researcher) since we use team ID codes to match individual responses to the respective team(s) and to ensure your responses are pseudonymised. You will also be asked to indicate if you are the team lead/supervisor of the team.

You will then be asked to give some demographic information followed by questions regarding your teamwork. For the questions you will be asked to rate each presented statement on a Likert rating scale (e.g., 1 “I disagree” - 5 “I agree”).

The survey should take you no longer than 15 minutes to complete. Please note, if you are the team lead/supervisor of the team, you will receive a shortened version of the survey that takes about 3-5min.

Your responses will be combined with your team members’ responses to generate a team score.

At the end of the project, you will receive a debrief and more specific details on this study.

➤ Will I be compensated for taking part?

We will provide you with feedback on the team scores and will offer research-based recommendations on how the team resilience can be improved. We will also provide you with a summary of the overall study findings.

➤ 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 will be asked to confirm your consent in the survey. If you decide to take part, you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised (2 weeks after survey completion) as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part, please feel free to ignore the survey link or close the survey web page at any point during the completion.

Data Protection and Confidentiality

➤ What information will you collect about me?

We will collect the following demographic information: Gender, age, employment status, work sector, organisational tenure, team tenure, team size.

If you are one team member, we will collect your survey responses to a number of scales that aim to capture your perception of the quality of teamwork, team cohesion, team identity, relationship quality among team members, the team’s ability to perform well (under pressure), team behaviour pre-/post setbacks, individual resilience, and team leadership.

If you are the team lead/supervisor of the team, you will be asked questions regarding your team’s current teamwork, recently demonstrated resilience and performance. Please note, the team

performance data is strictly used for research purposes to assess if team resilience predicts team performance.

Person identifiable information, such as names and contact details of participants, will not be collected in the survey. Any contact information (name, email address) that you may have provided us with to arrange the survey completion for the team(s) will be kept strictly separately from any of your survey responses (in an encrypted file kept on a university data storage).

➤ **What will happen to the data that you collect about me?**

Data will be collected and stored on Qualtrics for a time period of up to 3 months from the commencement date of the data collection for this research project.

The data will then be stored in encrypted files on the University of Manchester's Personal Data Storage (P Drive). All collected electronic data such as participant contact information, electronic consent forms and survey responses can be securely stored and managed using the storage service provided by the university. All personal information will be stored on secure University network storage and not on PC hard drives or any kind of portable storage device (e.g. laptop, USB storage, removable hard drives).

Any digitised data will be encrypted. The passwords to the encrypted files will only be known to the Lead Researcher. The data will be stored for 5-10 years after the research project has been completed on the encrypted university data storage.

Data will be made available through dissemination of the study, through journal publications and conference presentations. Anonymised data will be made publicly available via the university recommended repository (Mendeley). The GDPR will be adhered to with respect to data sharing. In case the data set will be requested for meta-analytic research in the future, only anonymised data and personal information (in this case demographic information only, e.g. age, gender, etc.) may be shared with authorised individuals as part of the data set. Authorised individuals could be academic researchers practicing at universities in and outside the EU.

➤ **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

➤ **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example, you can request a copy of the information we hold about you.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](#).

➤ **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept

secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

Your responses to this survey will be assigned a team ID that is only known to the lead researcher (known as *pseudonymised*). The team ID will allow us to match your responses to the team and to aggregate individual responses. Only the lead researcher will have access to the key that links this ID number to the team. Once the data collection has been completed (June 2020), your contact details (if applicable) and the team IDs will be deleted, and the data set fully anonymised.

The survey will be distributed using the Qualtrics platform and will not ask for any person identifiable or sensitive data. Thus, no person identifiable data is stored on the Qualtrics platform and it is highly unlikely that the participants can be identified using the aforementioned list of personal information (demographics).

We will retain the fully anonymised data set for 5 to 10 years after the date of publication of the findings from the data analysis in PhD thesis and/or academic journal. The anonymous data will also be retained to run supplementary analysis or to share with individuals authorised by the lead researcher for meta-analytic research after completion of the research project.

Study data and material may be looked at by individuals from the University of Manchester, from regulatory authorities or from the NHS Trust, for monitoring and auditing purposes and this may well include access to personal information. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

What if I have a complaint?

If you have a complaint that you wish to direct to members of the research team, please contact:

ANGELIQUE HARTWIG
angelique.hartwig@manchester.ac.uk

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance, then please contact

The Research Governance and Integrity Officer, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing:
research.complaints@manchester.ac.uk or by telephoning 0161 275 2674.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner's Office about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

Contact Details

If you have any queries about the study, then please contact the researcher(s)

ANGELIQUE HARTWIG (lead researcher)
angelique.hartwig@manchester.ac.uk