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**UoM Template for Research Participant Information Sheets for Anonymous Online Surveys/Questionnaires**

**This template Participant Information Sheet can only be used for anonymous online surveys/questionnaires that DO NOT collect IP addresses. All other types of data collection must use the standard PIS template that includes information on UK GDPR. Please note, using the incorrect template will result in delays in obtaining ethical approval.**

It is recommended that you add screening questions to the beginning of your survey/questionnaire that verify any essential inclusion/exclusion criteria.

This template includes all essential information that you are obliged to provide to participantsand it is recommended that you use the same section and sub-headings for your sheet(s) but you may add sections and change the order as appropriate for your study. Please note that we suggest you include the information related to data protection and confidentiality as a separate hyperlinked page.

**Important note:** the information described in this template **should be adapted, where necessary,** including when participants are children, adults with learning difficulties or non-English speakers.

We have provided guidance notes in **purple** for you to consider, please ensure you **replace these** with your own text or delete sections if not appropriate to your project. In all the example text provided below you **must change the wording in purple** to reflect the details of your own specific project. **You should also delete this guidance section**.

You must ensure that the information you provide in this document matches with the consent statements (tick boxes) at the beginning of your survey/questionnaire as well as the information listed in your data management plan.

Please ensure you **adjust the footer to the correct version number and date for your project**.

An example participant information sheet is included in **Appendix 1**.

There are no specific requirements about the

Please ensure you also **adjust the footer to the correct version number and date for your project**.

**Title of Research**

**Participant Information Sheet (PIS)**

You are being invited to take part in an **online questionnaire/survey** about [**insert a brief description of the overall aim of the research and whether it will be for a degree**]. 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?**

Insert the name of the researcher(s), their Division/School affiliation, The University of Manchester and name any other collaborating institutions. If this is a student project, please also include details of the primary supervisor.

* **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.

Provide a statement explaining how and why the participant was chosen

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

Indicate that the project has been reviewed by The University of Manchester Research Ethics Committee 1/2/3/5/, Proportionate Research Ethics Committee or the name of the Division/School Ethics Committee.

For studies approved by an NHS REC, provide the full name of the NHS REC and reference.

* **Who is funding the research project?**

Details of external funding should be provided.

**If there is no external funding then this section can be removed.**

**What would my involvement be?**

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

You would be asked to complete an anonymous online **questionnaire/survey** hosted on [**insert name of platform].**

Provide details of the duration and content of the questionnaire/survey (e.g. will take approximately 10-15 mins to complete and ask questions about XXX).

Please note, the **questionnaire/survey** will not collect your IP address.

The collection of IP addresses must be manually deactivated in Qualtrics and if using other platforms, you should check the settings for more information.

* **Will I be compensated for taking part?**

Provide a clear statement of payment arrangements for compensation for the participant’s time and inconvenience or course credits, if applicable. Please note, payment must be delivered via the hosting platform’s website (e.g. Prolific or similar). If payment will involve the collection of any personal information by the research team, including an email address, you cannot use this PIS template.

If no compensation will be offered, this must be clarified here.

* **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 **tick a box/box(es)** to confirm consent. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself up until the point that you submit your online responses. It will not be possible to remove your data from the project once you have submitted your responses as they are collected anonymously and 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 you do not need to do anything further.

For detailed information about how we plan to use and store the information that you share with us, please read our **Data Protection, Confidentiality and Further Details page** [it is suggested that you add this information to a new page and insert a hyperlink here]

**Contact Details**

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s) **PROVIDE CONTACT DETAILS IN LARGE BOLD PRINT. Contact details must include email and where possible, telephone numbers; these contact points should be professional or project specific not personal. Please ensure they are live contact details and phone numbers have voicemail that is regularly checked. This section MUST appear last on the PIS as it will be the first place participants look to locate your contact details.**

**Data Protection, Confidentiality and Further Details information**

[note: you need to provide a mechanism for participants to download a copy of this information if they wish]

**Data Protection and Confidentiality**

* **Will my participation in the study be confidential?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. [If UoM is not the sole Data Controller this will need to be revised and the other data controller added and you should seek further advice from the [Information Governance Office](mailto:information.governance@manchester.ac.uk) regarding these arrangements] This means that we are responsible for making sure your 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.

All information gathered for this **questionnaire/survey** is anonymous and **[insert details from list below]**

* + Where data will be held and when/how it will be transferred between UoM and other sites or devices (including transcription services)
  + How long data will be stored\*\*
  + If data are transferred outside the EU or to any cloud services, what will happen to the data at the end of the study
  + If you will be sharing the data with any other organisation
  + If you will be archiving the data in a repository

**\*\*Important note:** The standard retention period for data once anonymised is 5 years unless funders or regulators have specified longer retention requirements.

**General Example:** The study team at The University of Manchester will have access to your anonymous information.

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

Provide details of anticipated outcomes and if participants will be informed of the findings or if they will be published in journals, in a student thesis or online (i.e. blogs, websites or social media).

* **Will my information be shared with others?**

**If sharing data (example):**

When you agree to take part in a research study and with your informed consent, the information about you may be provided to researchers running other studies here or at other organisations. With your consent your anonymous responses will be shared in order to support additional research in accordance with The University of Manchester’s Research Privacy Notice**.**

This information will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of X, and cannot be used for any other matter including making decisions about future services available to you.

**For NHS REC studies, please refer to** the [UK Policy Framework for Health and Social Care Research](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/) instead of the Research Privacy Notice in the paragraph above.

* **Will my information be put into an archive?**

**If archiving (example):**

At the end of the project we will deposit a fully anonymised dataset [e.g. including de-identified interview transcripts] in an open data repository where it will be permanently stored. We will use [name of repository and location (e.g. Figshare at the University of Manchester Library)]. Researchers at other institutions and others can access the anonymised data directly from the repository and use it for further research or to check our analysis and results.

* **Auditing and Monitoring**

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. 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?**

You must include a way for the participants to contact someone if they have any complaints. If participants wish to direct their complaint to someone within the research team, they should be directed to yourself (staff projects) or **your supervisor (student projects)**.If they wish to direct their complaint to someone independent of the research team, this should be the RGEI Manager as listed below.

For international studies, it may be appropriate to provide details of a local contact who participants can speak with initially. However, you must also have a plan in place for how such complaints will be forwarded back to the research team and details of this should be included in your ethics application.

* **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact: **PROVIDE CONTACT DETAILS IN LARGE BOLD PRINT. Contact details must include email and telephone numbers; these contact points should be professional or project specific email and phone numbers not personal ones. Please ensure they are live contact points and that phone numbers have voicemail that is regularly checked.**

**STUDENTS CANNOT BE LISTED IN THE COMPLAINTS SECTION**

**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**

TheResearch Ethics Manager: [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk)  or by telephoning 0161 306 8089.

If you wish to contact us about your data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk)

You also have a right to complain to the [Information Commissioner’s Office](https://ico.org.uk/concerns) about complaints relating to your personal identifiable information Tel 0303 123 1113

If using a hard copy version of the PIS with participants, you must ensure the full URL of the ICO’s complaints procedure is listed here or a hard copy is printed and appended with the information sheet.

Appendix 1: Example PIS

**Before and After: The Impact of COVID**

You are being invited to take part in a research study looking at the impact of the COVID-19 pandemic on our lifestyles. Before you decide whether to take part, it’s 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.

**Who is carrying out this research study?**

Dr Scarlet O and Dr Norbert Minion who are researchers in clinical psychology at the University of Manchester.

**What is the purpose of the study?**

The COVID-19 pandemic forced us to make many changes to how we conduct our everyday lives, including what we do in our free time. We want to find out how significant these changes are and what improvements they have made to our lives as a result.

You have been invited to take part in this study as you have an account with Prolific and this research may be of interest to you.

**What will I be asked to do if I take part?**

Take part in an online questionnaire, hosted on the Qualtrics platform and answer questions about your lifestyle both before and after the COVID-19 pandemic. The online questionnaire will take approximately 30 minutes to complete and we will not be collecting any personal information, including your IP address.

**Will I be compensated for taking part?**

Yes, you’ll receive £5 via your Prolific account.

**What are the risks if I take part?**

Although many people report a number of positive changes over the past 18 months, the pandemic impacted everyone differently and we recognise that this might include things that didn’t go so well. In sharing your story with us, we will ask you about things that were difficult or made you feel sad. We will also ask you about the impact on your family, friends, loved ones or pets. We understand that it might be difficult and potentially upsetting to talk about these things. If you begin to feel this way, you can access contact details of a variety of support services and helpful organisations at the end of the questionnaire or at the end of the Participant Information Sheet.

**Who has reviewed this study?**

This study has been reviewed by the University of Manchester Research Ethics Committee 2.

**Who is funding this study?**

The Medical Research Council

**What happens if I don’t want to take part or 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 tick a box to confirm consent. If you decide to take part, you are still free to withdraw at any time without giving a reason and without detriment to yourself up until the point that you submit your answers to the questionnaire. As all responses are anonymous, we will not be able to identify your answers once you have submitted them through the online platform. This does not affect your data protection rights. If you do decide not to take part, you do not need to do anything further.

For detailed information about how we plan to use and store the information that you share with us, please read our **Data Protection, Confidentiality and Further Details page**

**What do I do now?**

**Click here to access the online questionnaire or**

**Contact Scarlet or Norbert if you have any questions.**

**Scarlet O/Norbert Minion**

**Email:lifeafterCOVID@manchester.ac.uk**

**Data Protection and Confidentiality**

**Will my participation in the study be confidential?**

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 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:

The study team will store your anonymised data for 5 years after the end of the study on encrypted and secure University storage systems.

In accordance with the University of Manchester’s Research Privacy notice and with your consent, we would like to be able to share your anonymised data with other University of Manchester researchers who are doing studies similar to ours.

At the end of the project we would like to deposit a fully anonymised dataset in an open data repository where it will be permanently stored. We will use Figshare at the University of Manchester Library. Researchers at other institutions and others can access the anonymised data directly from the repository and use it for further research or to check our analysis and results.

**Will the outcomes be published?**

The outcomes will be reported at scientific conferences and in peer-reviewed journals but you won’t be identifiable in any of these.

**Auditing and Monitoring**

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. 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 want to make a complaint?**

If you have a complaint that you wish to direct to members of the research team, please contact Scarlet or Norbert (lifeafterCOVID@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 researcher in the first instance then please contact:

TheResearch Ethics Manager [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk)  or by telephoning 0161 306 8089.

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