**(NON-MEDICAL RESEARCH)**

**PARTICIPANT INFORMATION SHEET**

You are being invited to take part in research on [research topic]. [Name and position] at the University of Edinburgh is leading this research. Before you decide to take part it is important you understand whythe research is being conducted and whatit will involve. Please take time to read the following information carefully.

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

The purpose of the study is to [summarise research focus and aims.]

**Why have I been INVITED to take part?**

You are invited to participate in this study because you [give reasons for contacting the individual].

**Do I have to take part?**

No – it is entirely up to you. If you do decide to take part, please keep this Information Sheet and complete the Informed Consent Form to show that you understand your rights in relation to the research, and that you are happy to participate. If you do decide to take part you are still free to withdraw at any time and without giving a reason. Please note down your participant number (which is on the Consent Form) and provide this to the lead researcher if you seek to withdraw from the study at a later date. Deciding not to take part or withdrawing from the study will not affect your xxx (e.g. healthcare, employment etc.) (amend this paragraph accordingly if you need to restrict or not grant the right to withdraw)

**What will happen if I decide to take part?**

You will be asked a number of questions regarding [briefly describe the kinds of data you will require]. The questionnaire/interview/focus group [delete as appropriate] will take place in a safe environment at a time that is convenient to you. Ideally, we would like to audio record your responses (and will require your consent for this), so the location should be in a fairly quiet area. The questionnaire/interview/focus group [delete as appropriate] should take around [specify likely time duration] to complete.

**What are the POSSIBLE benefits of taking part?**

By sharing your experiences with us, you will be helping [name] and the University to better understand … [key research focus].

**Are there any risks associated with taking part?**

There are no significant risks associated with participation. [if there are any significant risks, these must be specified].

**WHAT IF I WANT TO WITHDRAW FROM THE STUDY?** .) (amend or delete this paragraph accordingly if you need to restrict or not grant the right to withdraw)

Agreeing to participate in this project does not oblige you to remain in the study nor have any further obligation to this study. If, at any stage, you no longer want to be part of the study, please inform the project administrator [name, contact details]. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses and reports) prior to your withdrawal and so you are advised to contact the research team at the earliest opportunity should you wish to withdraw from the study. On specific request we will destroy all your identifiable answers, but we will need to use the data collected prior to your withdrawal, and to maintain our records of your consenting participation.

**Data Protection and Confidentiality**

Your data will be processed in accordance with Data Protection Law. All information collected about you will be kept strictly confidential. Unless they are anonymised in our records, your data will be referred to by a unique participant number rather than by name [amend as appropriate]. If you consent to being audio recorded, all recordings will be destroyed once they have been transcribed. Your data will only be viewed by the researcher/research team. [if the data are to be shared with 3rd parties, you must declare this here and name the parties concerned.] All electronic data will be stored on a password-protected computer file and all paper records will be stored in a locked filing cabinet. Your consent information will be kept separately from your responses in order to minimise risk.

**International Data Transfers** [only required if applicable]

Your data may/will [delete as required] be stored and processed in [state location]. Please note countries outside of the European Economic Area may not offer the same level of data privacy protection as in the UK. [NB: contact the Data Protection Officer before you share any personal data outside the EEA].

**What will happen with the results of this study?**

The results of this study may be summarised in published articles, reports and presentations. Quotes or key findings will always be made anonymous in any formal outputs unless we have your prior and explicit written permission to attribute them to you by name. Information may also be kept for future research [delete if not applicable]

**WHO CAN I CONTACT?**

If you have any further questions about the study, please contact the lead researcher, [name, contact details].

If you wish to make a complaint about the study, please contact:

[insert names and contact details of supervisor, line manager or Associate Dean for Research]:

In your communication, please provide the study title and detail the nature of your complaint.

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact us on [insert contact details] and quote reference number [.....].

For general information about how we use your data go to:

<https://www.ed.ac.uk/records-management/privacy-notice-research>