



PARTICIPANT INFORMATION SHEET – GUIDANCE FOR RESEARCHERS

The Participant Information Sheet should be provided on Cardiff Met headed paper and will normally contain the following information. Where your project is subject to requirements from an external body you must also ensure that the Information Sheet covers these requirements.

Ensure that the Information Sheet is written in language which potential participants will find easy to understand. Keep the document as brief as possible – for most projects it will be about two sides of A4.

Study Title (and Reference Number if applicable)

Invitation paragraph

Include the following introductory paragraph:

We would like to invite you to take part in the above named research study. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please therefore take time to read the following information carefully.

What is the purpose of the study?

Give a brief background of the project and state the aim of the project. Include details of the start date, the length of the project and outline the overall design of the project.

Why have I been invited to participate?

Explain how the individual was chosen to take part in the project and how many other people will be asked to take part.

If there are any exclusions to participation, you should outline them here so that potential participants are aware of any reasons that they should not participate.

Do I have to take part?

Explain that taking part in the project is entirely voluntary and that participants will be asked to complete and sign a Participant Consent Form prior to their involvement.

Explain that they have a right to withdraw from the project at any time and explain what action you will take if they do withdraw. When doing so, be aware that the timing of their request will have a bearing on what action you are able to take, for example, once you have anonymised and analysed data it is often not possible to extract a specific participant's data. If possible, include on the information sheet details of when you intend to begin anonymisation and analysis.

Let them know that a Participant Withdrawal Form is available and includes more details of what actions the University will take following a request to withdraw.

What will participation involve?

Explain what the individual will be asked to do, it may be helpful to contextualise this by explaining your methods of data collection but keep in mind that the information should be easily understood by a lay person.

Give details of how much time will be involved and indicate where the activities will be undertaken. Give sufficient information about any research interviews, focus groups or questionnaires to ensure participants are fully aware of what they will be asked to do.

Ensure that you let participants know if interviews or focus groups are to be recorded.



Are there any risks associated with taking part?

Describe any risks involved in participation in the project using language which the participant will easily understand.

Include details of the likelihood that risks will arise and the measures you have put in place to manage the risks.

State that the Principal Investigator will be happy to answer any queries about what the study involves. (full contact details of the PI should be provided at the end of the Information Sheet)

Are there any benefits associated with taking part?

Describe the direct benefits to the participant as well as wider benefits (eg furthering understanding of the topic being researched).

In most cases, the University would not expect any reward to be offered to participants but, if you do intend to offer compensation or reward for participation you should give details of this here. Note however that details of any compensation or reward must have been included in your ethics application and approved by the ethics panel.

It must be made clear that any compensation or reward will not be lost if the participant decides to withdraw from the project.

What will happen to the results of the research project?

Indicate how the results of the research will be used eg journal article, report for the project funder, will form part of a dissertation etc.

How will my data and my privacy be protected?

Give details of how and where participant data will be stored and who will have access to it. Be mindful of the Cardiff Met requirement that any non-anonymised data generated by undergraduate students must be stored on the relevant student's Cardiff Met student OneDrive account.

You should only collect data which is required for completion of the study and you should make it clear here that this is the case.

Give details of how and when the data will be anonymised.

Include details of the length of time that the data will be held (this is normally two years after graduation for undergraduate projects where the data has been stored in OneDrive).

If your project is subject to data retention requirements of an external body, ensure you indicate that you have complied with these requirements.

Who is involved in the project?

Explain that you are conducting the research as either a student or member of staff at Cardiff Met.

State the names and affiliations of the research team members.

Give details of any funders of the project.

State that the project has been approved by [insert name of the Ethics Committee which gave approval].

If I have any questions, who should I contact for further information?

Provide the name and Cardiff Met email address for the PI.

Thank you

Remember to thank the individual for taking time to read the information sheet.