Participant Information
PIS Template 2023v1.0
**NOTE TO RESEARCHER: Amend/delete all text in red as appropriate. All guidance information (blue) should be deleted. The final text should be all in black.**

**Project title**

**Researcher name(s)**

*The PIS should be detailed enough that participants’ consent can be considered ‘informed’ but also concise and comprehensible. Depending on your participants, it may be appropriate to use this template to:*

* *translate the content into another language.*
* *adjust it to account for cultural context or literacy level.*
* *create a ‘script’ or presentation to relay this information verbally (for example, for participants who are unable to read). For more information, see the* [*guidance on consent*](https://www.st-andrews.ac.uk/research/integrity-ethics/humans/ethical-guidance/consent/)*.*

*Where participants can read, they should receive a copy of the PIS to keep for themselves.*

**What is the study about?**

We invite you to participate in a research [project/study] about…

Give a short description which can be understood by someone with no specialist knowledge of the subject.

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

Give a short description of why the person has been invited.

**Do I have to take part?**

This information sheet has been written to help you decide if you would like to take part. It is up to you and you alone whether you wish to take part. If you do decide to take part you will be free to withdraw at any time without providing a reason and with no negative consequences.

Expand or replace this text as appropriate.

**What would I be required to do?**

Give a clear and concise description of what the participant will be asked to do, including expected duration and any repeat activities or visits.

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

Describe any risks (where these are introduced by the research activity). For example, inconvenience, discomfort, emotional distress, re-traumatisation, safety/security of the research participant or their data. This should include risks at the time of their participation and any that may come later.

If there are risks, then also include information about steps you will take to minimise or mitigate these plus details of any relevant resources for support or more information.

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

Describe any benefits of taking part. It should be clear whether there are direct benefits to participants or not. Often there will not be direct benefit to participants - the research may instead benefit individuals like them in the future, such as through greater understanding of something or improvements to service.

**Informed consent**

It is important that you can give your informed consent before taking part in this study. You will have the opportunity to ask questions about the research before you provide your consent.

**Who is funding the research?**

My research is being funded by [ ]

**Reward/compensation**

Describe any rewards or compensation you will offer. For example, a prize draw, sticker for children, travel expenses.

**What information about me or recordings of me (‘my data’) will you be collecting?**

Provide a brief accessible summary of what you describe in Q30a (Data Management – Collection and Transfer) of your ethics application form)

**Terms used to describe your data**

Use or adjust this section to describe any more specialist terms you might use to describe the data in the following sections.

In the next sections we will describe how your data will be stored, used, and shared. We will use these terms to describe what form your data will be in:

* Anonymised - means that parts of your data will be edited or deleted such that no-one, including the researchers, could use any reasonably available means to identify you from the data
* Pseudonymised – means that your data will be edited so that you are referred to by a unique reference such as a code number or different name, and the original data will be either deleted or only available to certain individuals. There will be a ‘key’ document, which will link your unique reference to your real identity. The key will be kept in a secure location, where only certain individuals will have access to it and be able to reconnect your data to you later. If this key is deleted your data becomes ‘anonymised’.
* Fully identifiable - means that your data will be identifiable as yours.

**How will my data be stored and who will have access to it?**

Provide a brief accessible summary of what you describe in Q30b (Data Management –Storage, Backup and Access) of your ethics application form. You can use one of the example statements below or your own text. Account for different research stages and if the data changes form, such as from pseudonymised to anonymised. Include description of contact details you will collect or store separately to research data, if relevant.

* Your data will be stored in an **anonymised** form. Your un-anonymised data will then be permanently deleted. Your data will be stored in [SECURE LOCATION], and only [PERSONS] will be able to access it.
* Your data will be stored in a **pseudonymised** form and the original data will be deleted/remain accessible only to [PERSONS]. Your data will be stored in [SECURE LOCATION], and only [PERSONS] will be able to access it. The ‘key’ document will be kept in [SECURE LOCATION – BUT DIFFERENT TO LOCATION OF DATA] , and only [PERSONS] will have access to it. The key will be [DELETED AFTER THE DATA ARE ANALYSED/DELETED AFTER THE STUDY IS COMPLETE/RETAINED FOR ….]
* Your data will be stored in a **fully** **identifiable** form. Your data will be stored in [SECURE LOCATION], and only [PERSONS] will be able to access it.

Audio recordings will be taken on an encrypted device and transcribed at the earliest opportunity before being [destroyed/archived for future use].

**How will my data be used and in what form will it be shared further?**

Provide a brief accessible summary of what you describe in Q30c (Data Management – Sharing and Publication) of your ethics application form. You can use one of the example statements below or your own text.

(Consider [institutional, funder and publisher policies](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/researchdatapolicies/) before deciding on your approach to sharing research data. It is crucial that your participant information sheet anticipates your future data sharing and/or publication requirements. If you are unsure about the different options, seek advice from Research Data Management and your School ethics committee.)

Your research data will be analysed as part of the research study. It may then be published in [my dissertation / my thesis / research publication(s)]. Data used in publications will be in [ANONYMISED/PSEUDONYMISED/FULLY IDENTIFIABLE] form.

* If you intend to share the data publicly, for example in a fully open access location with no restrictions

Your data will also be made **publicly** available in [ANONYMISED/ PSEUDONYMISED/ FULLY IDENTIFIABLE] form by placing it in a data repository for the purpose of further research. All users, including the public, will have access.

* If you intend to share the data outside of the University, in a restricted way, for example in a repository which has access controls Your data will also be shared in [ANONYMISED/ PSEUDONYMISED/ FULLY IDENTIFIABLE] form with other bona fide researchers by placing it in an access-controlled data repository. Users will need to request access to the data and satisfy the repository’s access requirements.
* If you intend to share the data only with specific researchers, research groups or institutions Only [NAMED RESEARCHERS/ NAMED RESEARCH GROUP/ NAMED INSTITUTIONS] will have access to your data in [ANONYMISED/ PSEUDONYMISED/ FULLY IDENTIFIABLE] form.

It is expected that the project to which this research relates will be finalised by [Month/Year].

**When will my data be destroyed?**

Provide a brief accessible summary of what you describe in Q30d (Data Management – Retention and Destruction) of your ethics application form.

**International data transfers – Personal data**

Your data may/will be stored and processed in [LOCATION]. No matter their physical location, researchers are required to store and make use of personal data as if they were in the UK; University requirements and the provisions of the data protection law apply at all times.

Before transferring any data outside the UK make sure you are aware of and abide by [University guidelines and policy](https://www.st-andrews.ac.uk/research/ethics/humans/ethical-guidance/confidentiality-data-protection/) plus relevant legislation. If you require further information or guidance, contact dataprot@st-andrews.ac.uk*.*

**Will my participation be confidential?**

If ‘sharing’ anonymous or pseudonymised dataYes, your participation will only be known to [PERSONS WHO HAVE ACCESS TO IDENTIFIABLE RESEARCH DATA, CONSENT FORMS OR PARTICIPANTS’ CONTACT DETAILS].

If ‘sharing’ fully identifiable data No, your participation will be a matter of public record.

**Use of your personal data for research and your data protection rights**

Do not amend the following paragraph as the specific wording is required to comply with the University’s legal obligations.

The University of St Andrews (the ‘Data Controller’) is bound by the UK 2018 Data Protection Act and the General Data Protection Regulation (GDPR), which require a lawful basis for all processing of personal data (in this case it is the ‘performance of a task carried out in the public interest’ – namely, for research purposes) and an additional lawful basis for processing personal data containing special characteristics (in this case it is ‘public interest research’). You have a range of rights under data protection legislation. For more information on data protection legislation and your rights visit <https://www.st-andrews.ac.uk/terms/data-protection/rights/>. For any queries, email dataprot@st-andrews.ac.uk.

**Withdrawing your data**

You can withdraw your data [before/within] [SPECIFIC DATE/TIME LIMIT]. If your data are anonymised, we will not be able to withdraw it, because we will not know which data is yours.

**Ethics review**

This research proposal has been scrutinised and subsequently granted ethical approval by the University of St Andrews Teaching and Research Ethics Committee. This project has also been reviewed and approved by NHS/ another University/other.

[Include PVG statement here, if relevant i.e. if working with children]

**Where can I find out about the results of the study?**

Describe when and how you expect results of the study to be available to participants. For example, you might hold an event, publish them in a webpage or blog post, email participants a summary, or publish in an open access publication. It is good practice to ensure results or outcomes are shared with participants*.*

**What should I do if I have concerns about this study?**

In the first instance, you are encouraged to raise your concerns with the researcher. However, if you do not feel comfortable doing so, then you should contact my supervisor or the School Ethics Contact (contact details below). A full outline of the procedures governed by the University Teaching and Research Ethics Committee is available at <https://www.st-andrews.ac.uk/research/integrity-ethics/humans/ethical-guidance/complaints/>.

**Contact details**

Undergraduate researchers are advised not to include their email address, but only that of their Supervisor(s). Avoid using personal email addresses or phone numbers if possible.

**Researcher**

Name

University email address

University telephone number

**Supervisor**

Name

University email address

University telephone number

**School ethics contact**

Name

University email address

University telephone number

Edit the footer with the date of this version, version number such as ‘v1.2’, and an abbreviation of your project title.

See Research Data Management’s [guidance on file naming and organisation](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/).