Project Information Sheet – 12y+

**Project title**

**Researcher name(s)**

**University of St Andrews Ethics Approval Number**

**NOTE TO RESEARCHER: Amend/delete all text in red as appropriate. *All guidance information (blue italics) should be deleted.* The final text should be all in black.**

*Ensure all information you provide in this document is comprehensible to your audience, for example if translating into a different language or cultural context or providing for individuals with lower literacy.*

This sheet is to help you decide if you want to take part in our project.

You can discuss this with a parent or guardian before you decide if you want to take part (they will get their own sheet to read).

What is the project about?

The project is about…

*Please give a short description which can be understood by a non-subject specialist. Consider including some graphics – for example, if your study about sports you could include a picture of sports equipment*

Do I have to take part?

No, you don’t have to:

* it is completely up to you
* you can decide to stop taking part at any time
* you do not need to give a reason for not taking part or stopping
* choosing not to take part or stopping taking part will have no negative impact.

*Expand or replace this text as appropriate.*

What would I need to do?

*Please give a clear and concise description of what the participant will be asked to do in age-appropriate and lay accessible language. For example – I will ask you 8 questions about X and this might take about 30 minutes. Consider using bullet points if appropriate.*

Is there anything bad that could happen if I take part?

*However unlikely the possibility is, you should flag any potential risks. For example, inconvenience, emotional distress, retraumatisation, safety/security of the research participant both during and after participation. Ensure these are described in age-appropriate and lay accessible language. Consider using bullet points.*

*Example text:*

* *you might find some of the questions make you feel upset or sad*
* *you might find talking about this reminds you of bad times*
* *you might find the test uncomfortable/painful/tiring*

Will I get anything for taking part?

*For example – prize draw, sticker for children. NOTES: The heading should be deleted if it is not applicable. Monetary payments to children are not advised.*

What information about me or recordings of me will you collect?

*Please state what data you will be collecting, briefly indicating how/when you will collect the data.. This information was provided in Q30a (Data Management – Collection and Transfer) of your ethics application form.*

*Please note that you must obtain explicit consent if you intend to take photographs, audio or video record your participants, as per the template consent form.*

***Example text***

*I will collect:*

* *Your name and age, writing it down on a form*
* *A recording of you answering the questions*

How will my information be stored and how will it be looked after?

*Provide a brief age-appropriate lay-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.*

* Your information will be stored in an **ANONYMISED** form:
	+ This means that parts of your information will be changed or deleted so that no-one can work out that the information is about you.
	+ Your information will be stored in [SECURE LOCATION], and only [PERSONS] will be able to look at or use it.
* Your information will be stored in a **PSEUDONYMISED** form:
	+ This means that your information will be changed so that you are given a code number or different name, and your real name will be [deleted/known only to [PERSONS].
	+ Your information will be stored in [SECURE LOCATION], and only [PERSONS] will be able to look at or use it.
	+ There will be a document which links your code name to your real name. This will be kept in [SECURE LOCATION – BUT DIFFERENT TO LOCATION OF DATA], and only [PERSONS] will be able to see it.
* Your data will be stored in a **FULLY** **IDENTIFIABLE** form:
	+ This means that anyone reading about the project or looking at the information at a later date will know that the information is about you.
	+ Your information will be stored in [SECURE LOCATION], and only [PERSONS] will be able to see or use it.

Recordings of you speaking/playing/doing activity will be taken on a secure device/ and turned into text as soon as possible. Then the recording will be destroyed OR saved for future use.

How will you use my information?

Your information will be:

* looked at as part of the project, for example by it to what other people have done
* shared by using it in my University work/ or in an article for other people to read
* shared by putting it in an online library

*Provide a brief lay-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. Researchers should consider* [*institutional, funder and publisher policies*](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/researchdatapolicies/) *before deciding on their approach to sharing data arising from their study. It is crucial that researchers produce a participant information sheet that anticipates their potential future data sharing and/or publication requirements.*



* If shared your information will be in an **ANONYMISED** form
	+ this means that no-one can work out that the information is about you.
* If shared, your information will be in a **PSEUDONYMISED** form
	+ this means that your information will be changed so that you are given a code name and your real name will be [deleted/known only to [PERSONS].
	+ There will be a document which links your code name to your real name. This will be kept in [SECURE LOCATION – BUT DIFFERENT TO LOCATION OF DATA], and only [PERSONS] will be able to see it.
* If shared (published and/or placed in a database accessible by others), your data will be in a **FULLY** **IDENTIFIABLE,** form,
	+ This means that other people will know the information is about you.

This project will finish by [Month/Year].

When will my information be destroyed?

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

*Your information will be destroyed five years after the project finishes*

Will my information be taken anywhere else?

Your information may/will be stored in [LOCATION].

No matter where they are, University researchers have to store and use your information as if they were in the UK. This means University rules and UK law always applies.

*Before transferring any data outside the UK make sure you are aware of and abide by [link]* [*University guidelines and policy*](http://www.st-andrews.ac.uk/utrec) *plus relevant legislation. Data being taken into the UK from other countries will need to be processed in-line with the UK Data Protection Act 2018. If you require further information or guidance, contact* *dataprot@st-andrews.ac.uk**. Delete the above statement if not applicable.*

Who will know that I am taking part?

*If ‘sharing’ anonymous or pseudonymised data* Only [PERSONS WHO HAVE ACCESS TO THE IDENTIFIABLE DATA AND/OR CONSENT FORMS] will know that you are taking part

*If ‘sharing’ fully identifiable data* Other people will know that you are taking part

Use of your personal information and your rights *Do not amend the following paragraph as the specific wording is required to comply with the University’s legal obligations*

The way we look after your information (your ‘data’) is ruled by UK law. Under UK law, we need to have a good reason (called a ‘lawful basis’) for handling your information. In this case, the reason is to do research which aims to benefit everyone (this means that it is in the ‘public interest’). You have the right to make choices about your information under UK law. For more information on this visit <https://www.st-andrews.ac.uk/terms/data-protection/rights/>. If you have any questions, you can email dataprot@st-andrews.ac.uk.

*NOTE: Adjust the square brackets in the sentence below to provide a specific and explicit deadline that corresponds to the end of your data gathering period.*

You can stop taking part and ask for your information to be deleted [before/within] [SPECIFIC DATE/TIME LIMIT]. If your data is anonymised (which means no-one can work out that the information is about you) we will not be able to delete it as we won’t know what information is yours.

If you do want to take part

Before you say yes, think carefully about everything in this sheet and ask questions (if you have any)

What should I do if I have questions or am worried about this project or my information?

First, you should talk to the researcher, a parent/guardian or teacher.

If you if don’t want to talk to me/them, then you can contact my Supervisor or University Contact (see below).

If you want to look at University advice on how to complain, you can find it here: <https://www.st-andrews.ac.uk/research/integrity-ethics/humans/ethical-guidance/complaints/>

Who to contact

*NOTE: Undergraduate researchers are advised not to include their email address, but only that of their Supervisor(s)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Researcher(s)** | [Name] | **Supervisor(s) / School Ethics contact** | [Name]  |
|  | [University email address] | [University email address] |
|  |  | [Telephone number] |

*Please personalise the footer, inserting text in place of the square brackets i.e. date of this version, version number such as ‘v1/v1.2’, and an abbreviation of your project title or suitable descriptor. See* [*https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/*](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/) *for more on file naming and organisation*