**How to use the Participant Sheet Information (PI Sheet) Template**

* Please refer to guidance ‘[How to prepare your information sheet’](https://intranetsp.bournemouth.ac.uk/documentsrep/BU%20PI%20Sheet%20Guidance%204.docx) before completing your PI Sheet.
* Sub-headings have been provided. Make sure what you say under each heading/question relates clearly to your heading/question.
* Repetition of information throughout the PI Sheet is not necessary but it may be useful to cross-reference to other sections.
* Sample wording has been provided where appropriate.
  + Please add detail where guided (highlighted areas)
  + Don’t forget to include a reference and version (cross referenced in the Participant Agreement Form).
  + **Please delete** guidance notes and statements that do not apply.
* PROOF READ for clarity (use plain English) and spelling mistakes before you attach your PI Sheet to your ethics checklist.
* Any technical terms should be explained.
* **DELETE this front page**

** Participant Information Sheet**

**The title of the research project**

[Insert suitable title]

**Invitation to take part**

Example wording:

You (or your legal ward) are being invited to take part in a research project. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

**Who is organising/funding the research? (If applicable, if not DELETE section)**

[insert details as applicable].

**What is the purpose of the project?**

[insert details e.g. background, aim and duration of the project].

**Why have I been chosen?**

[Insert details on *how* and *why* the participant has been chosen (do you have an inclusion/exclusion criteria e.g. age restrictions/health conditions). Also include how many participants you are looking to recruit]

**Do I have to take part?**

Example wording:

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 be asked to sign a participant agreement form. You can withdraw from participation during the [describe active participation/data collection activities] at any time and without giving a reason. If you decide to withdraw we will usually remove any data collected about you from the study. Once the [active participation/data collection activities] have finished you may still be able to withdraw your data up to the point where the data is analysed and incorporated into the research findings or outputs. At this point your data will usually become anonymous, so your identity cannot be determined, and it may not be possible to identify your data within the anonymous dataset. Withdrawing your data at this point may also adversely affect the validity and integrity of the research. Deciding to take part or not will not impact upon/adversely affect your treatment/care /education or studies at BU (or that of others).

[Add alternative wording about withdrawal of data to use where the participants would be identifiable in the research outputs: in these circumstances data can be withdrawn at any point]

**What would taking part involve?**

[insert details of what you will be asking the participants to do]

**What are the advantages and possible disadvantages or risks of taking part?**

Example wording:

Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will [insert details].

**What type of information will be sought from me and why is the collection of this information relevant for achieving the research project’s objectives?**

[insert an explanation for participants].

**Will I be recorded, and how will the recorded media be used?**

Example wording:

The audio and/or video recordings of your activities made during this research will be used only for analysis and the transcription of the recording(s) for illustration in conference presentations and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

[add alternative information about any intention to include film or photographs in research outputs and any plans to broadcast any film output or display any photos]

**How will my information be kept?**

Standard required wording:

All the information we collect about you during the course of the research will be kept strictly in accordance with current data protection legislation. Research is a task that we perform in the public interest, as part of our core function as a university. Bournemouth University (BU) is a Data Controller of your information which means that we are responsible for looking after your information and using it appropriately. BU’s Research Participant Privacy Notice sets out more information about how we fulfil our responsibilities as a data controller and about your rights as an individual under the data protection legislation. We ask you to read this [Notice](https://intranetsp.bournemouth.ac.uk/documentsrep/Research%20Participant%20Privacy%20Notice.pdf) so that you can fully understand the basis on which we will process your information.

*Publication*

You will not be able to be identified in any reports or publications about the research without your specific consent\*. Otherwise your information will only be included in these materials in an anonymous form, i.e. you will not be identifiable.

Research results will be published [provide further details where and when (if known)]

*Security and access controls*

BU will hold the information we collect about you in hard copy in a secure location and on a BU password protected secure network where held electronically.

Except where it has been anonymised your personal information will be accessed and used only by appropriate, authorised individuals and when this is necessary for the purposes of the research or another purpose identified in the Privacy Notice. This may include giving access to BU staff or others responsible for monitoring and/or audit of the study, who need to ensure that the research is complying with applicable regulations. [If data will only be used in identifiable form for part of the study, or if it will be pseudonymised or anonymised at a particular point in the study, briefly describe this here]

[Add reference to any bespoke data security measures, access controls or other data minimisation measures, which are in place within the specific study arrangements].

*Sharing and further use of your personal information*

As well as BU staff [and the BU student(s)] working on the research project, we may also need to share personal information in non-anonymised for with [insert details or any third parties who may need to access the data and why e.g. external organisation(s) such as external collaborators, transcription services and funders. [Reference possible audit by NHS trust if conducting medical research.]

The information collected about you may be used in an anonymous form to support other research projects in the future and access to it in this form will not be restricted. It will not be possible for you to be identified from this data. Anonymised data will be added to BU’s [Data Repository](https://research.bournemouth.ac.uk/research-environment/research-data-management/) (a central location where data is stored) and which will be publicly available.

*Retention of your data*

All personal data collected for the purposes of this study will be held for ([ ]\*\* years from the date of publication of the research or presentation of the results to the sponsor, whichever is later/[ ] year\*\* after the award of the degree]. Although published research outputs are anonymised, we need to retain underlying data collected for the study in a non-anonymised form for a certain period to enable the research to be audited and/or to enable the research findings to be verified.

*Further guidance - to be deleted, do not include in final version*

\* In some circumstances, the nature of the research will make it difficult to safeguard anonymity of data, which should be explained to participants here and the entire statement modified throughout as appropriate. This explanation should include how their data and /or identity would be shared and the consequences they may face in such instances.

\*\* Please refer to the [Research Ethics Code of Practice](https://intranetsp.bournemouth.ac.uk/documentsrep/8B-research-ethics-code-of-practice.pdf) for guidance on how to determine the appropriate retention period.

**Contact for further information**

Example wording:

If you have any questions or would like further information, please contact [insert details of the Research Team/Supervisors]

*In case of complaints*

Any concerns about the study should be directed to [insert details]. If you concerns have not been answered by [insert details], you should contact [insert DDRPP name and faculty], Bournemouth University by email to [researchgovernance@bournemouth.ac.uk](mailto:researchgovernance@bournemouth.ac.uk).

**Finally**

Example wording:

If you decide to take part, you will be given a copy of the information sheet and a signed participant agreement form to keep.

Thank you for considering taking part in this research project.