

## Project Title

Start and end dates

### Information sheet for [name of adult participant group]

My/our name(s) is/are... and I am inviting you to take in part in my research project, [‘title of project’]. Explain whether you are a student or member of staff and, if appropriate, a brief explanation of your role. Some details on your previous experience conducting research and your areas of interest may be useful. It may also be helpful to give some background information about the UCL IOE and its expertise in education and social science research. You should state who is funding the project.]

I am hoping to find out [give a brief summary of the aims of the project using clear language appropriate for your audience. Always explain acronyms when first used. Further details about the project can be given in the answers to the questions below.] I very much hope that you would like to take part. This information sheet will try and answer any questions you might have about the project, but please don’t hesitate to contact me if there is anything else you would like to know.

[Additional note for parents if the study includes their children as participants] Please explain the research to your child and discuss whether or not they want to take part. I will also ask the children before the task/interview and make it clear that they can drop out if they wish with no negative consequences.

#### **Who is carrying out the research?**

[Identify Main Researcher/ Principal Investigator/Research Team]

#### **Why are we doing this research?**

[Outline the main research questions and state why the research is important. Any specialist terms should be avoided if the participant is unlikely to be familiar with them.]

#### **Why am I being invited to take part?**

[Inform participants how they will contribute to the research by taking part. If appropriate you can include some details about the sampling method and number of participants.]

#### **What will happen if I choose to take part?**

[Give details on the number and length of interviews/sessions/activities and type of data being collected. Try and be as specific as possible when outlining the level of commitment the research will require and what participants should expect in each of the activities.]

- If you are conducting interviews, give examples of the main questions that will be asked.



- Be clear if any observation is taking place and how it is being recorded.
- If participants will do any tests, be clear about what these will entail
- Inform participants as to whether they are required to take part in all activities

### **Will anyone know I have been involved?**

[Provide assurances of confidentiality. If you may have to disclose information, for example if you have concerns about the welfare of the participant, then your obligation to do so should be made clear. Alternatively, if you do not plan to anonymise participants' contributions, reasons for this should be provided and the extent to which their data will be used should be stated. It may be clear due to the nature of the research that anonymity will not be possible – this is not necessarily a problem as long as participants are made fully aware of this.]

### **Could there be problems for me if I take part?**

[If you are dealing with sensitive issues then demonstrating an awareness of potential risks should be included. For example reassuring the participant that if they feel uncomfortable they are entitled to stop at any point, or how any difficult subjects will be handled carefully.]

### **What will happen to the results of the research?**

[Be as clear as possible when giving details of any dissemination activities, reports or articles that will be produced as a result of the project. Provide assurance of anonymity, or outline how they will/may be identified. State how/if you plan to share the results of the research with participants. State how long you plan to retain data, who will have access to it and how it will be securely stored.]

### **Do I have to take part?**

[Suggested text] It is entirely up to you whether or not you choose to take part. We hope that if you do choose to be involved then you will find it a valuable experience.

[Make sure you reassure participants that if they choose not to take part there will be no negative repercussions for them e.g. it would not have an effect on students' grades, or any professional implications for those where the research is linked to their employment.]

### **Data Protection Privacy Notice**

The controller for this project will be University College London (UCL). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information from research studies can be found in our 'general' privacy notice for participants in research studies [here](#).

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the 'local' and 'general'

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privacy notices. The lawful basis that will be used to process any personal data is: 'Public task' for personal data and 'Research purposes' for special category data. We will be collecting personal data such as: ***[list personal data collecting, if any]***.

Your personal data will be processed so long as it is required for the research project. If we are able to anonymise or pseudonymise the personal data you provide we will undertake this, and will endeavour to minimise the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

### **Contact for further information**

[You should give the participant a contact point for further information. This can be your name, address and telephone number.].

If you have any further questions before you decide whether to take part, you can reach me at **[email/telephone/address]**.

If you would like to be involved, please complete the following consent form and return to **[contact email/address]** by **[insert date]**.

This project has been reviewed and approved by the UCL IOE Research Ethics Committee.

Thank you very much for taking the time to read this information sheet.