Ethics guidelines for online questionnaires.

The preferred platform for hosting online questionnaires is Qualtrics. Staff and students can request this software from the IT service desk by following this link https://students.shu.ac.uk/shuspacecontent/it/get-help-it, pressing the 'Submit a support request online' button, then selecting 'software' under the 'Request a Service – Staff or Student options.

Please ensure that all data downloaded from Qualtrics is stored securely. Staff and doctoral research students should request a Q drive folder to store research data. Students on taught courses can store data on their University network drives, but should password protect their files.

Online questionnaire ethics requirements

Provide an initial page before the online questionnaire starts, which contains: (i) a short summary of the project, (ii) key information from the participant information sheet, (iii) the researcher's contact details, and (iv) a link to a downloadable participant information sheet (PIS). A link to a downloadable PIS is important so that participants are given the legally required information on GDPR/data protection in a form that they can retain.

Provide a final page containing a 'Submit' button, prefaced by a statement reminding the participant that clicking the final 'Submit' button of the survey at the end will constitute them providing consent to participate, in full knowledge of the information in the participant information sheet.

Suggested Text to include on the landing page of your online questionnaire

You are being invited to participate in a research study titled [project title]. This study is being done by [researcher name] from the [School/Department name] at Sheffield Hallam University.

Provide the following key information from the PIS: (i) the aim of the project, (ii) a brief description of what the participant will be asked to do, and (iii) how long it will take to complete the questionnaire. If there is a payment associated with participation, provide details.

If you are interested in taking part, please download a copy of the participant information sheet here [provide download link] and retain this for your records before starting the questionnaire. If you have any questions, please email [XXXXX] at [researcher's University email address].

Your participation is entirely voluntary, and you can withdraw from the survey by closing your web browser and your data will be deleted from the study. You are free to omit any question. [Make sure your survey/questionnaire allows for the omission of questions].

[If data is collected anonymously] Please note that after you have pressed the submit button at the end of the questionnaire you will no longer be able to able to withdraw

from the study. This is because your data will be collected anonymously, and we will not be able to connect you to your answers.

I consent to participate - [Start button]

At the end of the questionniare

By clicking the 'Submit' button below, you are consenting to participate in this study, as it is described in the participant information sheet, which you can download here [provide download link]. If you did not yet download and keep a copy of this document for your records, we recommend you do that now.

[Submit button]