**Sample Participant Information Sheet**

**What should be included in a participant information sheet?**

The following issues should be addressed where relevant. This could be, but does not have to be, in a question-answer format. You should ensure that technical and academic terms and jargon are replaced with plain language.

1. Title of Project
2. Opening statement [please will you take part in a study about ........]
3. Why have you asked me to take part? [Basis of selection of participants]
4. What will I be required to do? [E.g. talk about experiences, audio/visual tape]
5. Where will this take place?
6. How often will I have to take part, and for how long? [E.g. initial interview; listening to tape/reading transcript, returning for second condition of an experiment]
7. When will I have the opportunity to discuss my participation? [Debriefing]
8. Who will be responsible for all of the information when this study is over?
9. Who will have access to it?
10. What will happen to the information when this study is over? [How long will raw data be kept for? Will it be passed on to other people or used in other studies?]
11. How will you use what you find out? [Report, publications, presentations]
12. Will anyone be able to connect me with what is recorded and reported? [Statement of confidentiality, details of coding system to protect identity]
13. How long is the whole study likely to last?
14. How can I find out about the results of the study?
15. What if I do not wish to take part? [Participation is totally voluntary]
16. What if I change my mind during the study? [Free to withdraw]
17. Do you have any other questions?
18. Details of who to contact with any concerns or if adverse effects occur after the study.