

**SAMPLE PARTICIPANT INFORMATION SHEET TEMPLATE**

**The text in blue is suggested wording. Tailor this to reflect your research project in black font and remove this wording before submitting final document with your ethics application.**

# Participant Information Sheet

**Study title and Researcher Details**.

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

Participation in the study is voluntary and will entail [insert activities]. Its purpose is to conduct research into [insert brief project description]. Funding to conduct this research has been provided by NAME.

Participants’ personal details will be kept confidential by [Insert method e.g. ‘use of id numbers’]

**Confidentiality Statement**

* Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.
* Please note that confidentiality will be maintained as far as it possible, unless during our conversation I hear anything which makes me worried that someone might be in danger of harm. In such cases, I may need to inform relevant agencies of this.
* Confidentiality will be respected subject to legal constraints and professional guidelines.
* Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached. If this was the case, we would inform you of any decisions that might limit your confidentiality.
* Confidentiality may be limited and conditional – and the researcher has a duty of care to report to the relevant authorities possible harm/danger to participant or others.
* Please note that confidentiality may not be guaranteed, due to the limited size of the participant sample.

Data collected will be used to produce conference papers, journals etc. It will be stored as [FORMAT in LOCATION/PLATFORM/OTHER] and will be destroyed after [insert time].

**This project has been approved by the College of Social Sciences Research Ethics Committee**

**Please contact** [**socsci-ethics-lead@glasgow.ac.uk**](mailto:socsci-ethics-lead@glasgow.ac.uk) **if you would like to raise any concerns about the conduct of the above research project.**

**Thank you for reading this.**

NAME

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