



**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 top section before submitting final document with your ethics application.**

# Participant Information Sheet (Pupils/children/young person version)

|  |  |
| --- | --- |
| **Project title** |  |
| **Researcher’s name** |  |
| **Supervisor’s name** | Enter name here or delete box if not applicable. |
| **Researcher’s university course** | Enter course name here or delete box if not applicable. |

You are being invited to take part in a research project called [Insert project title here]. A project is a way to learn more about something.

Before you decide if you want to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the information on this page carefully and discuss it with [insert contact name] and your parents/carers if you want. Ask me if you do not understand anything or want more information. Take time to decide whether or not you wish to take part. I hope that this sheet will answer any questions you have about the study.

**1. What is the purpose of the study**

The purpose of this study is to find out [Insert details of the project here]

**2. Why have I been chosen?**

You are being asked to take part because [Insert details of selection decision]

**3. Do I have to take part?**

You do not have to take part in this study, and if you decide not to, you will still be able to hear about the project. If, you do decide to take part, you can change your mind at any time. Let me know at any point and I will not use any information you have given me.

**4. What will happen to me if I take part?**

If you decide to take part, I will ask you some questions about [Insert details here]. You do not have to answer any questions that you do not want to. This will take about [Insert how long in an easy to understand time scale] I will record your answers on a voice recorder so that afterwards I can listen carefully to what you said.

I will be finished gathering information by [Insert date].

**5. Will the information that I give you in this study be kept confidential?**

I will keep the information in a locked cabinet or in a locked file on my computer. When I write about what I have found, your name will not be mentioned. If you like you can choose another name for me to use when I am writing about what you said. No-one else will know which name you have chosen. However, if during our conversation I hear anything which makes me worried that you might be in danger of harm, I might have to tell other people who need to know about this.

**6. What will happen to the results of this study**

When I have gathered all the information from everyone who is taking part, I will write about what I have learned in a [select publication type (e.g. thesis, which is a long essay I must complete for the course I am studying on)]. [‘This will be read and marked by my teachers at university’ or ‘This will be published as a book/article’]. I will tell you and the other children who have taken part what I have found out about [Insert how you will share the project findings with participants]. I will destroy all my notes and recordings when the project is finished.

**7. Who has reviewed the study?**

This study has been reviewed and agreed by the College of Social Sciences Research Ethics Committee, University of Glasgow

**8. Who can I contact for further Information?**

If you have any questions about this study, you can ask me, [Insert name], at NAME@glasgow.ac.uk) or contact my supervisor, [Insert name], at NAME@glasgow.ac.uk. You can also email the College of Social Sciences Lead for Ethical Review, Dr Saurabh Lall at [socsci-ethics-lead@glasgow.ac.uk](mailto:socsci-ethics-lead@glasgow.ac.uk)

Thank you for reading this.

END