



# Participant Information Sheet

## Research Study Title:

### Introduction

My name is [.....] and this research forms part of my [*Degree Title*] study at [Name of Your Institution]. You are being invited to take part in this study. Before you agree to do so, it is important that you understand the purpose and nature of the research and what your participation will involve, if you agree. Please, read the following information carefully, and please, do ask if anything is not clear, or if you want more information. Contact details are given at the end of this information sheet.

### What is the purpose of the study and how will it be carried out?

The study aim is to.....

The research objectives are:

1. To
2. To

The research methodology is [qualitative/quantitative] involving:

1. Analysis of the organisation's websites
2. Semi-structured interviews and/or questionnaires

### Why have I been invited to take part?

You have been invited to participate in the study because you may be able to provide helpful insights.

### Do I have to take part?

Participation is entirely voluntary. It is up to you to decide whether to take part. If you do agree to take part, you will be asked to sign a consent form. If you agree to take part, you may still withdraw at any time, without giving a reason. If that happens, any information or data you have given will not be used in the study.

### **What will taking part involve?**

If you agree to take part, you will choose how you would like to take part in the consent form. Then a brief summary of the questions will be emailed to you. The anticipated time for the interview will last approximately [insert time duration] which will be digitally recorded and transcribed to hard copy. You will be provided a copy of your transcript and be able to provide written comments on this.

### **Will my participation be confidential?**

All the information about you collected during the study will be kept strictly confidential. Data will be stored in accordance with the Data Protection Act. The only person who will know about you is the researcher. However, information supplied may be looked at by supervisors and/or examiners for transparency in the research process.

### **What will you do with the results of the research?**

The results will be incorporated into my research project and any academic publications or presented at a conference.

### **What happens next?**

Thank you for reading this information sheet. If you agree to take part

There is a consent form to fill in and return (please scan and attach via email).

After the consent form is *returned*, you will be given a copy of the consent form to keep.

At the interview, you will be given another opportunity to ask any questions you may have regarding the study.

If you wish to complain about any aspect of how you have been approached or treated with respect to this research study, please contact:

### **Contact for further information**

If anything is not clear, or if you want more information, please do contact me:

Name:

Course:

Tel: +44 7

E-Mail:

Skype: (if applicable)

LinkedIn: (if applicable)

# Participant Consent Form

**Research Topic/Title:** .....

**Name of Researcher:** ..... **Address:**

Please tick the box (es) to confirm each statement

I confirm that I have read and understood the Information Sheet dated [insert date] for the above study. If I have asked for clarification or for more information, I have had satisfactory responses.

I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.

I understand that relevant sections of the data collected from me during the study may be looked at by the researcher and academic teams.

'I consent to interviews being recorded', 'I consent to anonymous quotations being used in the project / report / journal and conference publication'

Please select how you would like to participate:

- 1. Face to face
  
- 2. Skype
- 3. Telephone
- 4. Any Other, Please State

I agree to take part in the above study

\_\_\_\_\_  
Name of Participant                      Signature                      Date

\_\_\_\_\_  
Name of Researcher                      Signature                      Date