

(The College logo must be used unless the Ethics Committee specifically permits you not to.)

**SAMPLE**

You are recommended to refer to the **Participant Information Sheet with Notes** for detailed guidance on this form. (Remove blue text - Use the clauses appropriate to your needs)

# Participant Information Sheet

Study title and Researcher Details.

**Suggested** Invitation Paragraph

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.

Thank you for reading this.

Details should be provided of the purpose of the study, including confirmation that participation is voluntary, and what that participation will entail; for example, a 40 minute interview.

Explanation of how participant’s personal details will be kept confidential, such as by allocation of id numbers should be given.

Add one of the following statements on confidentiality as **required by University Ethics Committee:**

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.

**Or**

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, I might have to inform relevant agencies of this.

**Or**

Confidentiality will be respected subject to legal constraints and professional guidelines.

**Or**

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.

**Or**

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.

**Or**

Please note that confidentiality may not be guaranteed; due to the limited size of the participant sample.

Explanation should be provided of what the data collected will be used for, for example the production of conference papers, journals etc. Also explain how it will be stored, destroyed or kept and re-used.

Information should be provided onany organisation funding the research, if this is the case.

Confirmation should be giventhat this project has been considered and approved by the College Research Ethics Committee

To pursue any complaint about the conduct of the research: please contact the College of Social Sciences Lead for Ethical Review, email [socsci-ethics-lead@glasgow.ac.uk](mailto:socsci-ethics-lead@glasgow.ac.uk)

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