**Research Participant Information Sheet**

**<put study title here, max. 1 line, which must be identical to that in the consent form>**

**< date>**

# Introduction

* *Specify that the participant is being asked to take part in scientific research. Specify the location(s) where the study will be conducted.*

# What is the background and purpose of this study?

* *Give a short description of the research project in plain language.*
* *If your study is (wholly or partly) funded by external parties, you must specify who the funding party is, unless there is a real and demonstrable likelihood that this information will affect the results of your study.*

# Who will carry out the study?

* *Give a description of the research team (including a PhD holder with final responsibility for the study, such as a supervisor, in case applicable). You must provide an email address.*

*Please find examples below.*

* Example1: This study is carried out by [name] ([email]) as part of my master thesis under supervision of [Name] ([email]).
* Example 2: This study is carried out by [name] ([email]), an assistant professor in the department of Information and Computing Sciences. The study will be supported by [Name1] and [Name2] who will help with taking notes and data analysis.

# How will the study be carried out?

* *Explain the process for everyone involved in the research (e.g. participants, facilitators, observers).*
* *Explain how long the study will take for them (time investment, time per session, duration of a focus group, etc.).*
* *Explain what exactly is expected of them (the burden and risks of participation).*
* *Will the participants be compensated and if so, for what, how much and in what form (e.g. reimbursement of travel expenses / other expenses)?*

*Please find examples below.*

* Example 1. In this study, you will participate in a focus group: you will provide your opinions on… in a small group setting facilitated by a researcher. The focus group will take about one hour. Refreshments will be provided.
* Example 2. In this study, you will be interviewed about … . The interview will take about 30 minutes. You will receive a voucher for Euro 10.
* Example 3. In this study, you will keep a diary about your experiences about… . You will spend 5 minutes a day over a period of 2 weeks. You will not receive any compensation for participating.
* Example 4. In this study, you will perform 3 tasks with a …. system. You will fill out two surveys: one with demographics questions and one with questions about your opinions regarding the system.

# What will we do with your data?

* *Describe the types of data you will be collecting from participants: e.g. will audio or video recordings be made?*
* *For each type of data, describe how long their data will be retained (at least 10 years, see:* [*https://www.uu.nl/sites/default/files/university\_policy\_framework\_for\_research\_data\_utrecht\_university\_-\_january\_2016.pdf*](https://www.uu.nl/sites/default/files/university_policy_framework_for_research_data_utrecht_university_-_january_2016.pdf)*) and in what form (i.e. as ‘raw data’ or in a form that makes the data unidentifiable [anonymised/pseudonymised]).* *For more information on pseudonymisation and anonymisation, see:* [*https://www.uu.nl/en/research/research-data-management/guides/handling-personal-data*](https://www.uu.nl/en/research/research-data-management/guides/handling-personal-data) *or take the ‘Handling Personal Data’ workshop. Explain what pseudonymisation means. You may also use the term ‘coding’ instead of ‘pseudonymising’, as that is a more widely known term.*
* *If you collaborate with an external company or external organisation, you must specify this.*
* *Describe what data you intend to share with third parties, with whom and in what way. For further information, see:* [*https://www.uu.nl/en/research/research-data-management/guides/informed-consent-for-data-sharing#dosdonts*](https://www.uu.nl/en/research/research-data-management/guides/informed-consent-for-data-sharing#dosdonts)
* *Ensure that whatever you put here is in correspondence with what you say in the consent form.*

*Please find examples below.*

* Example 1. If you consent to this, a video recording will be made. This recording will be stored on a secure university server. The recording will be transcribed so that participants’ opinions are captured into text. The video will be securely deleted after transcription (within 2 months of the study). The transcribed text will be anonymized so that you will not be identifiable. The transcript will become part of my thesis and will also be stored in a data repository for use by other researchers and research users. My thesis, any publications based on this research, and the data repository will not include your name or any other individual information by which you could be identified.
* Example 2. No personal data will be collected. We will store your opinions about … anonymously.
* Example 3. We will securely store the data you provide, namely your email address and your opinions about .. . As you can be identified from the email address, all this data constitutes personal data. We will store the email address separately from the rest of your data, and use a pseudonym to link the two. We will delete the email address after 2 weeks, anonymizing your data.

# What are your rights?

* *Specify that you will collect and process data on the basis of participants’ consent.*
* *Explain that participation is voluntary.*
* *Inform participants that they can withdraw their consent (at any time and without stating reasons), but that the data processing that has taken place until the time of withdrawal will remain legally valid and that we will not be required to undo this processing. Please remember that withdrawing consent should be as easy as giving it.*

*Please find an example below.*

Participation is voluntary. We are only allowed to collect your data for our study if you consent to this. If you decide not to participate, you do not have to take any further action. You do not need to sign anything. Nor are you required to explain why you do not want to participate. If you decide to participate, you can always change your mind and stop participating at any time, including during the study. You will even be able to withdraw your consent after you have participated. However, if you choose to do so, we will not be required to undo the processing of your data that has taken place up until that time. The personal data we have obtained from you up until the time when you withdraw your consent will be erased (where personal data is any data that can be linked to you, so this excludes any already anonymized data).

# Approval of this study

* *If you were granted Ethical Approval, specify that the study has been approved by the Science-Geo Ethics Review Board (ETC-BETA-GEO). If you did not apply for Ethical approval, but your project was deemed low risk in the Ethics and Privacy Quick Scan, specify that the study has been allowed to proceed by the Research Institute of Information and Computing Sciences on the basis of an Ethics and Privacy Quick Scan.*
* *Inform the participant or their representative of the complaints procedure (include a link to* [*etc-beta-geo@uu.nl*](mailto:etc-beta-geo@uu.nl) *if your study was approved by ETC-BETA-GEO, or* [*ics-ethics@uu.nl*](mailto:ics-ethics@uu.nl) *if you used the Quick Scan)*
* *State that the participant can submit privacy-related questions or complaints to the Faculty of Science Privacy Officer (*[*privacy-beta@uu.nl*](mailto:privacy-beta@uu.nl)*).*
* *Also mention the University’s privacy statement (which mentions a.o. that the participant has the right to submit a complaint with the Dutch Data Protection Authority).*

*Please find examples below.*

*Example 1:*

This study has been approved by the Science-Geo Ethics Review Board (ETC-BETA-GEO). If you have a complaint about the way this study is carried out, please send an email to the secretary of this Committee: [etc-beta-geo@uu.nl](mailto:etc-beta-geo@uu.nl). If you have any complaints or questions about the processing of personal data, please send an email to the Faculty of Sciences Privacy Officer: [privacy-beta@uu.nl](mailto:privacy-beta@uu.nl). The Privacy Officer will also be able to assist you in exercising the rights you have under the GDPR. For details of our legal basis for using personal data and the rights you have over your data please see the University’s privacy information at [www.uu.nl/en/organisation/privacy](http://www.uu.nl/en/organisation/privacy).

*Example 2:*

This study has been allowed to proceed by the Research Institute of Information and Computing Sciences on the basis of an Ethics and Privacy Quick Scan. If you have a complaint about the way this study is carried out, please send an email to: [ics-ethics@uu.nl](mailto:ics-ethics@uu.nl). If you have any complaints or questions about the processing of personal data, please send an email to the Faculty of Sciences Privacy Officer: [privacy-beta@uu.nl](mailto:privacy-beta@uu.nl). The Privacy Officer will also be able to assist you in exercising the rights you have under the GDPR. For details of our legal basis for using personal data and the rights you have over your data please see the University’s privacy information at [www.uu.nl/en/organisation/privacy](http://www.uu.nl/en/organisation/privacy).

# More information about this study?

* *The name and email address of the researcher (including a PhD holder with final responsibility, such as a supervisor in case applicable) must be provided to enable participants to ask questions and obtain additional information before, during, and after the study. If you have set up a specific website for your study, it is advisable to refer to that website.*

*Please find an example below*

If you have any questions or concerns about this research please contact [researcher name] at [email] or my supervisor [Name] at [Email].

# Appendices:

* *You must explicitly name all the appendices in the letter. All the appendices, including the consent form, are part of the information provided to the participant.*