

**PARTICIPANT INFORMATION SHEET GUIDELINES**

Note to researchers:

* Please be succinct
* Use lay language
* This form must include the researcher’s University contact details

Please ensure all relevant information below is included in the Participant Information Sheet so that respondents can give their fully informed consent. The bullet points may be used as headings e.g. ‘Why you have been invited to take part’.

Section A: The Research Project

* Title of project
* Purpose and value of study
* Invitation to participate
* Who is organising the research
* What will happen to the results of the study
* Source of funding for the research (if relevant)
* Contact details for further information

Section B: Their Participation in the Research Project

* Why they have been invited to take part
* Whether they can refuse to take part
* Whether they can withdraw from the project at any time, and how
* What will happen if they agree to take part (description of procedures/tests). Consider using diagrams to aid description of the design, timelines etc
* Whether there are any risks involved (e.g. side effects, psychological distress) and if so, what will be done to ensure their wellbeing/safety
* Whether there are any preparations or special precautions they must take before, during or after taking part in the study, or things to avoid (for example stressful exercise, stimulants such as caffeine)
* What will happen to any information/data/samples that are collected from them
* Whether there are any benefits from taking part
* How much time they will need to give up to take part in the project
* How their participation in the project will be kept confidential

INFORM PARTICIPANTS THEY WILL BE GIVEN A COPY OF THIS INFORMATION SHEET TO KEEP TOGETHER WITH A COPY OF THEIR CONSENT FORM