

Participant Information Sheet Guidelines

[Department Name]

[Study Title]

Invitation

Before you decide to participate in this study, it's important to understand the research and what it involves. Please read this information carefully. Feel free to discuss it with others and ask us any questions you may have. You can contact [Name] at [Email Address] or [Phone Number] for further information. Ultimately, the decision to participate is entirely yours.

About the Study

- **Background:** Briefly explain the background and aims of the study.
- **Duration:** When will the study be completed?

Why You Were Selected

Explain why the potential participant was chosen for this study.

Participation is Voluntary

Your participation in this research is completely voluntary. You have the right to refuse to participate or withdraw from the study at any point without penalty or loss of benefits.

What to Expect if You Participate

- **Location and Frequency:** Where will the assessments take place and how often?
- **Activities:** Briefly describe what will happen during each assessment and how long it will take.
- **Participant Responsibilities:** Outline what is expected of participants during the study.

What You Will Be Asked to Do

- Clearly state any lifestyle restrictions involved in participation.
- If audio or video recording is used, explain when and how the recordings will be stored and destroyed. For example: Recordings will be anonymised and used only for research purposes. They will be destroyed securely at the study's conclusion.

Potential Risks and Discomforts

Describe any potential risks or discomforts associated with participating in the study.

Potential Benefits

Explain any potential benefits participants might experience. If there are no expected benefits, state this clearly.

Confidentiality

Your participation in this study will be kept confidential. Your permission is needed to allow access to your data. All information will be anonymised and securely stored. Briefly explain how confidentiality will be ensured. For example: Data will be coded, and personal details will be kept separate, accessible only to the research team.

Results of the Study

Explain how the research results will be used and disseminated. When can participants expect publications and will they be informed of their assigned group (if applicable)? For example: Results will be presented in conferences and journals without identifying individual participants. Data may be used for future research projects, with your consent.

Ethical Review

State the ethics committee that reviewed the study. For example: This study has been reviewed and approved by the [University Name] [Ethics Committee Name].

Contact Information

For additional information or to express interest in participating, please contact:

[Name]

[Email Address]

[Phone Number (optional)]