

INSTITUTE FOR ADVANCED TEACHING AND LEARNING (IATL)

PARTICIPANT INFORMATION LEAFLET

GUIDANCE DOCUMENT

Name of Researcher(s)	
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Introduction

You are invited to take part in a research project that forms part of an IATL module assessment task at the University of Warwick. Before you decide whether you'd like to participate, you'll need to carefully read the information on this leaflet.

GUIDANCE DOCUMENT FOR RESEARCHER

This Participant Information Leaflet must be provided to ALL of your participants taking part in your study, so that they can be entirely informed on what they are participating in.

For purposes of consistency, you may copy-paste material from your Ethics Application Form, as the sections are helpfully colour-coded in the same way. It is important to ensure that the information on all three Ethics documents (i.e. Ethics Application; Participant Information Leaflet; Consent Form) relay consistent information.

Proof-read this document to make sure that it reads for the appropriate audience: remember that your PARTICIPANTS are reading this form, so some of the copy-pasted material will need to be re-worded slightly to context.

THE RESEARCH PROJECT

Title of the project

RESEARCHER: Incorporate answer A.1. from your Ethics Application Form here.

Project Summary – including why collecting data from me is important for this project.

RESEARCHER: Incorporate answer A.2. from your Ethics Application Form here.

What data will be collected from me?

RESEARCHER: Incorporate answer A.3. from your Ethics Application Form here.

What methods will be used to collect data from me (e.g., interview, survey, etc.)?

RESEARCHER: Incorporate answer A.4. from your Ethics Application Form here.

Will I be audio or video recorded? **YES / NO**

RESEARCHER: Incorporate answer A.5. from your Ethics Application Form here.

- **If your answer is YES to this question, explain here how the participant (i.e. addressed to 'you') will be recorded.**

Are there any foreseen ethical issues and/or sensitive topics in the research project that I should be aware of? **YES / NO**

RESEARCHER: Incorporate answer A.6. from your Ethics Application Form here.

- **If your answer is YES to this question, please explain to the participant how you intend on handling those.**

PARTICIPATING IN THE RESEARCH PROJECT

What possible risks are there for me with this research project? How will these possible risks be managed?

RESEARCHER: Incorporate answer B.1. from your Ethics Application Form here.

What options will be given to me if I want to withdraw from the research?

RESEARCHER: Incorporate answer B.4. from your Ethics Application Form here.

DATA MANAGEMENT

What data will be collected from me?

RESEARCHER: Incorporate answer C.1. from your Ethics Application Form here.

Delete as appropriate.

- No identifiable data will be collected from you.
Please note: email addresses/contact details for the purpose of setting up interviews and IP addresses (online questionnaires) are identifiable so if these are being collected such identifiability needs to be clear. Similarly, consider whether you have given the option for participants to provide their contact details for a copy of the study results.
- Research data will be anonymised as quickly as possible after data collection.
- Research data will be pseudonymised as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data and will be replaced with a pseudonym (fake name). The key to identification will be stored separately and securely from the research data in order to safeguard your identity.

What personally identifiable data will be collected from me, if any, in the research?

RESEARCHER: Incorporate answer C.1.1. from your Ethics Application Form here.

Why is collecting this data from me relevant to the research?

RESEARCHER: Incorporate answer C.1.2. from your Ethics Application Form here.

Withdrawing data from the research project

RESEARCHER: Incorporate answer C.2. from your Ethics Application Form here.

Delete as appropriate.

- It will not be possible to withdraw data that has been collected from you because individual responses cannot be identified.
- It will not be possible to withdraw the data collected from you after a certain point (e.g. anonymisation).

RESEARCHER: If this point applies to your project, please specify below (under 'Please specify') when this 'certain point' is.

- It will be possible to withdraw the data collected from you prior to the research submission to IATL.

RESEARCHER: If this point applies to your project, please specify below (under 'Please specify') when your assignment deadline is.

Please specify.

RESEARCHER: Where relevant, incorporate reasoning for the above information you are providing to your participant.

Will anyone, aside from the researcher, have access to the original (raw) data collected from me? **YES / NO**

RESEARCHER: Incorporate answer C.3. from your Ethics Application Form here.

- **If your answer to this question is YES, please give details for your participant here.**

Data collection and storage method

Data collected from you will be stored (and deleted) in compliance with the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR).

For further information, please refer to the University of Warwick Research Privacy Notice which is available here: <https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Information and Data Compliance Team at GDPR@warwick.ac.uk.

Will any of the data collected from me for this project be shared in contexts other than that of assessment in IATL? This may include but is not limited to: conference presentations, academic publications, creative projects, future research, etc. **YES / NO**

RESEARCHER: Incorporate answer C.5. from your Ethics Application Form here.

- **If your answer to this question is YES, please give details here.**

D. Additional Information

Do I have to take part?

No. Participation in this research project is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation at any time, without giving a reason by contacting a member of the research team. Please note withdrawing participation is separate to withdrawing data that has already been collected during the study.

If you wish to discuss the possibilities of withdrawing your data from the project at a later date, please contact:

RESEARCHER: Add your email contact information here.

and

IATL Director of Studies: Heather.Meyer@warwick.ac.uk

Who has reviewed the study?

This study has been reviewed and given favourable opinion by the University of Warwick's IATL Ethics Committee.

Who should I contact if I wish to make a complaint?

Head of Research Governance, Research and Impact Services

Email: researchgovernance@warwick.ac.uk

Thank you for taking the time to read this Participant Information Leaflet.