



## **Participant Information Leaflet**

### **Listening Workshops on Wellbeing Literacy**

- Study Title:** Building Wellbeing Literacy: Co-Creating Learning Opportunities for Doctoral and Postdoctoral Researchers
- Investigator(s):**
- 1) Dr Elena Riva, Head of Department (IATL)
  - 2) Dr Tania Villanueva Cabello, Post-doctoral Researcher and Research Project Officer (IATL-Warwick)
  - 3) Sam Hardy, Director of Flexible and Online Learning (Flexible Online Learning-Warwick)
  - 4) Jath Pathmanathan, Technology Enhanced Learning Specialist (Flexible Online Learning-Warwick)
  - 5) Dr Fiona Fisher, Research Strategy and Programme Manager, Institute of Advanced Studies (IAS-Warwick)
  - 6) Dr Zhaohui Tian, Co-Creator Officer (IATL-Warwick)
  - 7) Virginia Thomas-Pickles, Co-Creator Officer (IATL-Warwick)

#### **Introduction**

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

#### **Who is organising and funding the study?**

The study is organised by the University of Warwick and Funded by the Enhancing Research Culture Fund.

#### **What is the study about?**

This research project aims to develop asynchronous wellbeing literacy resources specifically tailored for PhD students and postdoctoral researchers of University of Warwick, utilizing their input and feedback to ensure the content is relevant and impactful for this group.

The study will explore perceptions of the wellbeing literacy, as well as preferred online methods for delivering wellbeing literacy to PhD students and postdoctoral researchers.

Through listening workshops (focus groups) and feedback listening workshops, we will engage in open, informal, and authentic discussions about their online wellbeing literacy preferences. The project researchers will lead, conduct, and moderate these conversations to

foster a friendly and organized discussion environment. The study will focus on identifying the online resources that earlier-career researchers prefer for enhancing their wellbeing literacy.

By incorporating the perspectives of early-career researchers gathered in the listening workshops, the online wellbeing literacy resources will be created and further tailored through subsequent feedback workshops to meet their specific needs, becoming a valuable resource for all PhD students and postdoctoral staff at the University of Warwick.

### **What would taking part involve?**

We are inviting participants to take part in **listening workshops** where we will gather their insights on wellbeing literacy and the online resources, they would find valuable for supporting wellbeing literacy.

Taking part in this study will involve participating in a listening workshop, which you can choose to attend either in-person or online (via Teams). The listening workshop will be facilitated by the researchers and will last approximately 90 minutes, providing a space for dialogue among peers, including other PhD students and postdoctoral researchers.

Around 5-6 early-career researchers will be invited to participate, where you will discuss, reflect on, and share your thoughts on questions related to wellbeing literacy, as well as online resources you prefer for learning more about wellbeing literacy. This discussion will help highlight the importance of creating online wellbeing literacy resources designed for your needs. The questions will focus on your understanding of wellbeing literacy as a concept and the methods or resources you prefer for online learning about wellbeing literacy.

The listening workshop will follow a series of structured questions read aloud by the facilitator, who will also provide instructions, guide the discussion, and address any questions during the session. For in-person workshops, audio will be recorded using MP3 recorders, while for Teams-based workshops, audio and video will be recorded using Teams' built-in recording and transcription tools to ensure accurate documentation. All listening workshops will be conducted in an anonymised manner, and transcripts generated from the recordings will be anonymised if needed. Please note that all sessions will be recorded, and the files will be deleted once transcription and anonymisation are complete. Once the listening workshop has concluded and the data has been submitted to the research team, it will not be possible to withdraw your data, as individual responses cannot be identified due to the anonymisation process.

The registered participants will also be invited to take part in a voluntary and secure online demographic survey via Qualtrics before the listening workshop. The survey will collect basic information such as age, gender, and ethnic background, helping us to better understand the diversity of our participants. This information will be used solely for research purposes and will remain confidential. Only team members who are not involved in conducting the listening workshops will have access to the survey data and individual survey responses will not be identifiable in the results. Participants who do not wish to fill out the demographic survey are still welcome to participate in the listening workshop.

Additionally, once the online wellbeing literacy resources are created, participants from the listening workshops will be invited to a feedback session (feedback listening workshops) to evaluate and discuss the online resources. Participation in this session will also be voluntary, and a separate Participant Information Leaflet (PIL) and consent form will be provided to explain the details of taking part.

### **Do I have to take part?**

No. Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation without giving a

reason by contacting one of the research team. Further details about withdrawing from the study are provided later in this document.

### **What are the possible benefits of taking part in this study?**

Your contributions to the listening workshops will be invaluable in developing the online wellbeing literacy resources for PhD students and postdoctoral researchers. The peer dialogue during the listening workshops will also provide you with a unique opportunity to engage with other early-career researchers at Warwick. Together, you will tailor an online resource designed to meet your specific needs and preferences, creating an accessible and essential wellbeing literacy tool for you and your fellow PhD students and postdoctoral researchers.

### **What are the possible disadvantages, side effects or risks, of taking part in this study?**

While we do not anticipate any risks associated with participation in the study, as the discussions are centred on online wellbeing literacy. In the unlikely event that the listening workshop causes any distress, the facilitator will provide information on where to seek help.

The listening workshop will last approximately 90 minutes, and all participants are encouraged to remember that they can choose not to answer any questions or discuss topics they are uncomfortable with. However, some participants may become unsettled during the workshops from sharing their own experiences or listening to others. Therefore, we will remind you at the beginning of the listening workshops that you are free to withdraw at any time, without providing a reason, and that this will not affect you or your circumstances in any way.

If you become unsettled at any point during the listening workshops and would like to seek support, you can privately approach Warwick Wellbeing Services, and we will provide you with relevant contacts. This opportunity to seek support will be emphasized throughout your participation in the study.

### **Expenses and payments**

All participating PhD students and postdoctoral researchers will receive a £20 voucher as a reimbursement for their time in the listening workshops. Refreshments will also be provided for participants attending the in-person listening workshops.

### **Will my taking part be kept confidential?**

Identifiable data will be collected for the consent form; however, this information will be used solely to confirm that consent has been obtained and will not be utilized for any other purpose related to the study. No identifiable data, such as names or personal characteristics, will be included in the transcriptions or the writing of research reports and papers. Your contributions in the listening workshops will be anonymised during the transcription process to ensure that any identifiable information is protected. Participants will be assigned a number to safeguard their identities during the listening workshops, and this number will be used exclusively for data analysis, not for identifying individuals.

The transcripts will be anonymised, which will help safeguard identities in case a participant unintentionally reveals personal information. Only the project researchers will have access to the anonymised transcripts. Both transcripts and audio recordings will be stored on encrypted and secure Warwick drives.

After registering for the listening workshop, you will receive a consent form from Dr Tania Villanueva, which must be completed electronically via Qualtrics prior to the workshop if you choose to participate in the study after reading the PIL. As mentioned before, consent forms containing identifiable data will be collected and stored solely for ethical compliance purposes and will not be included in the study data or analysis. Participants may withdraw their personal data from the study at any time.

### **What will happen to the data collected about me?**

As a publicly funded organisation, the University of Warwick have to ensure that it is in the public interest when we use personally identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We will be using information from you in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. The University of Warwick will keep information about you for 10 years after the study has finished on 31<sup>st</sup> July 2025.

Identifiable data will be collected for the consent form, but this information will be used solely to confirm that consent has been obtained and will not be utilized for any other purpose related to the study. Any data obtained during the listening workshops will be anonymised immediately. Once your responses have been submitted to the research team, it will not be possible to withdraw this data, as your individual responses cannot be identified.

Following the completion of the transcript from the listening workshops, the audio and video recordings will be deleted. Transcribed and anonymised listening workshops data will be kept for 10 years according to the University of Warwick policy. All data that are no longer required will be permanently deleted from the server.

Data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

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 Legal and Compliance Team at [GDPR@warwick.ac.uk](mailto:GDPR@warwick.ac.uk).

### **Data Sharing**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

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 Legal and Compliance Team at [infocompliance@warwick.ac.uk](mailto:infocompliance@warwick.ac.uk).

### **What will happen if I don't want to carry on being part of the study?**

Your participation in this study is entirely voluntary, and choosing to withdraw at any point without providing a reason will not affect you in any way. You may withdraw at any time during the listening workshop without needing to explain your decision to the researchers. However, if you choose to complete the session, it will not be possible to withdraw your data afterward, as it will have been anonymised and cannot be traced back to you.

### **What will happen to the results of the study?**

Upon completion of the listening workshops, data analysis, and interpretation, the results of this study will be used to create open access online wellbeing literacy resources for PhD students and postdoctoral staff of the University of Warwick. Additionally, the findings may be included in peer-reviewed journal publications and other forms of academic communication, such as conferences, websites, events, and seminars. All analysed data will be securely stored on the university's encrypted drives.

### **Who has reviewed the study?**

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC)/Biomedical & Scientific Research Ethics Committee (BSREC).

### **Who should I contact if I want further information?**

If you would like further information or you have any questions, please email Dr Tania M. Villanueva Cabello ([Tania.Villanueva-Cabello@warwick.ac.uk](mailto:Tania.Villanueva-Cabello@warwick.ac.uk)) or Prof Elena Riva ([e.riva@warwick.ac.uk](mailto:e.riva@warwick.ac.uk)).

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

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

#### **Head of Research Governance**

Research & Impact Services

University House

University of Warwick

Coventry

CV4 8UW

Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)

Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: [DPO@warwick.ac.uk](mailto:DPO@warwick.ac.uk).

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

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