PARTICIPANT INFORMATION SHEET

Study Title: Widening Research and Participation Project (wrap)

Investigator(s):
Michele Underwood (Project Lead/ Researcher Development Manager),
Katie Hall & Wangi Pandan Sari & Shane Rawlinson (PG Researchers),
Anoshamisa Gonye & Dan Nadasan (UG Researchers),

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.

(Part 1 tells you the purpose of the study and what will happen to you if you take part. Part 2 gives you more detailed information about the conduct of the study)

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.

PART 1

What is the study about?

'The widening research and participation (wrap) project is a 2-year research project at the University of Warwick, investigating the opportunities available to Warwick students to participate in undergraduate research.' This is a two-stage research project that has, as its principal driver a collaborative research piece between a member of staff, two undergraduate students and two postgraduate students. The project is working collaboratively with the URSS coordinator.

Stage one was desk-based research investigating opportunities within Warwick and then benchmarking against the wider UK & US University sectors.

As the causal links have been uncovered it is evident that we need to move onto stage 2, to gather primary data to challenge, to inform and provide evidence. We wish to investigate the perceptions of Undergraduate research, any values attributed to it and ease of access.

The research is focused upon opportunities for Undergraduate Research, the impact and benefits of UR. We are also examining the direct impact and causal link for students identifying as having Widening Participation (WP) characteristics.
Do I have to take part?

It is entirely up to you to decide. We will describe the study and go through this information sheet, which we will give you to keep. If you choose to participate, we will ask you to sign a consent form to confirm that you have agreed to take part.

Part of this study is an online survey; by completing this survey, you are giving your consent for the information you have supplied to be used in this study and formal signed consent will not be required.

You will be free to withdraw at any time, without giving a reason and this will not affect you or your circumstances in any way.

What will happen to me if I take part?

Online Survey

We will ask your opinions and thoughts in an online survey. We will ask you to complete a personal profiling report. The profiling report and survey questions will be kept separate and any data anonymised.

You will be asked at the end of the survey if you would like to participate in the Focus groups and Interviews, and you can give us an email to contact you on. Again, your survey responses and personal data will be kept separate and anonymised.

Focus Groups: will meet in a confidential group setting for 60 minutes and follow semi-structured questions. The sessions will be audio recorded and the researcher (a PG researcher) will make notes. You will be asked at the end of the Focus Group whether you would like to be interviewed. All responses will be anonymised.

Interviews: are a one to one 20 minute interview with a PG Researcher or member of staff. It may be that both will be in attendance. The interviews follow a semi-structured process, with the interviewer making notes and the session audio recorded. All responses will be anonymised.

Longitudinal Research

We may wish to see if your experiences or understanding of undergraduate research has changed or informed your career and would request that we may wish to contact you with an online survey in one year and three years’ time. All responses will be anonymised.

What are the possible disadvantages, side effects, risks, and/or discomforts of taking part in this study?

All risks will be mitigated and all work overseen by a member of staff. If you would prefer not to be in a one to one situation we can arrange for a member of staff/ 2nd researcher to be present in interviews. We will not be discussing sensitive or personal data.
What are the possible benefits of taking part in this study?

We believe that undergraduate research is an informative aspect of Educational development. We hope that it can benefit all undergraduates and create an interesting and stimulating educational environment for students and staff alike.

Expenses and payments

Survey participants will be eligible to enter a prize draw for £25. This will go on their student card. Participants will need to provide their email address to enter.

Focus group and/ or Interviewees will receive a one off payment of £10. Again this will go on their student card.

What will happen when the study ends?

Dissemination of our results is key to the project. We have already presented at the International Conference for Undergraduate Research ICUR (Anoshamisa Gonye & Dan Nadasan) and hope to inform best Educational Practise. The data will be kept in line with the University Of Warwick’s Research Data Management Policy and be stored for 10 years.

We would like to share findings directly with the students who have participated in the research.

Survey respondents will be directed to our webpage and blog for updated information.

Interview and Focus Group participants will be offered the chance to opt into a findings report via email and signposted to the blog and social media accounts for updates.

Will my taking part be kept confidential?

Yes. We will follow strict ethical and legal practice and all information about you will be handled in confidence. Further details are included in Part 2.

What if there is a problem?

Any complaint about the way you have been dealt with during the study will be addressed. Detailed information is given in Part 2.

This concludes Part 1.

If the information in Part 1 has interested you and you are considering participation, please read the additional information in Part 2 before making any decision.
PART 2

Who is organising and funding the study?

The project has been funded by the Widening Participation Department via a successful bid for the Development Fund in 2017 by a team of staff and students.

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

Participation in this study is entirely voluntary. Refusal to participate will not affect you in any way. If you decide to take part in the study, you will need to sign a consent form, which states that you have given your consent to participate.

If you agree to participate, you may nevertheless withdraw from the study at any time without affecting you in any way. You can also request that any identifiable data is deleted.

You have the right to withdraw from the study completely and decline any further contact by study staff after you withdraw.

*Withdrawal from the study will not affect your place on your course or your grades in any way.*

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
Tel: 024 76 522746
**Will my taking part be kept confidential?**

Yes, and at every stage. The survey will not ask you any sensitive or embarrassing questions. We will ask you to complete a separate profile sheet which will ask for the following details:

Your Age/ Gender/Educational Background/ Race/ Identified social background.

This is to ensure that we can gain an overview of respondents and ensures that we are being representative of the Warwick UG student cohort.

Profiling date will be separated from survey responses and all data anonymised by the Project Lead (Staff member Michele Underwood)

It is entirely up to you whether you choose to complete the survey. Responding or not responding will not affect you, your studies, and your results in any way.

The Focus groups will be asking for your opinion, and asking you to share your experience of engaging or not engaging in UG research. We will not ask any sensitive or embarrassing questions.

Postgraduate Researchers/ staff members will run the focus groups.

We will ask you to complete a separate profile sheet which will ask for the following details:

Your Age/ Gender/Educational Background/ Race/ Identified social background.

This is to ensure that we can gain an overview of respondents and ensures that we are being representative of the Warwick UG student cohort.

Profiling date will be separated from survey responses and all data anonymised by the Project Lead (Staff member Michele Underwood)

The sessions will be audio recorded and anonymised. If you do not want to be recorded, we can either stop the tape when you want to speak or we can offer you an interview where only notes would be taken. It will make it easier if you let us know beforehand.

Interviews: will be asking for your opinion, and asking you to share your experience of engaging or not engaging in UG research. We will not ask any sensitive or embarrassing questions.

Postgraduate Researchers/ staff members will run the Interviews.

We will ask you to complete a separate profile sheet which will ask for the following details:

Your Age/ Gender/Educational Background/ Race/ Identified social background.
This is to ensure that we can gain an overview of respondents and ensures that we are being representative of the Warwick UG student cohort.

Profiling date will be separated from survey responses and all data anonymised by the Project Lead (Staff member Michele Underwood)

The sessions will be audio recorded and anonymised. If you do not want to be recorded, we will take hand written notes only. It will make it easier if you let us know beforehand.

**Longitudinal Information:** We may wish to see if your experiences or understanding of undergraduate research has changed or informed your career and would request that we may wish to contact you with an online survey in one year after the end of the research project (2020) and three years’ time (2022). This is currently out of the scope of this research project but it is important to the research that we have the ability to seek your opinion again at a later stage. Again you will be able to opt out.

**Data Handling**

Any reporting of data both at the aggregate level will be anonymised and pseudonyms will be used for any qualitative interviews drawn on. All data will comply with the requirements of the General Data Protection Regulation 2018 and data will be held securely at the University of Warwick. Separate project laptops have been purchased and all data handling and project work is completed on these. The laptops are password protected and encrypted.

Any paper documents created (i.e. consent forms, interview notes, focus group notes) will be scanned within a week of activity, and then shredded/ confidentially disposed. In the interim they will be stored in locked drawers in project lead’s office.

**Levels of access to the data gained:**

Project Lead (staff) – all data and responsible for anonymising profile data.

PG Researchers – conduct interviews/ focus groups and have their notes from these. Will have access to survey responses and anonymised profile data.

UG Researchers- coded and reported interview and focus group notes, coded survey data, anonymised profile data.

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

Results will inform our dissemination of best practice to both Departments and also Educational Strategy at Warwick. We will use the primary data alongside secondary data to develop and test ideas aimed at increasing opportunities to access undergraduate research activities.

Additionally, findings from the primary and secondary data may be used to inform the University’s approach to the URSS, Undergraduate research as an activity, Widening Participation activity and the implementation of University strategies.
Our webpage is: http://warwick.ac.uk/wp-project

Our blog is: wrapprojectwarwick.wordpress.com

Our Twitter is: wrap project @warwick

Our email is: wp-project@warwick.ac.uk

Who has reviewed the study?

This study has been reviewed and given favorable opinion by the University of Warwick’s Humanities and Social Science Research Ethics Committee (HSSREC): Number HSS 32/18-19 Dated: 17th December 2018

What if I want more information about the study?

If you have any questions about any aspect of the study, or your participation in it, not answered by this participant information sheet, please contact:

Michele Underwood (Researcher Development Manager SCS)

Email: m.underwood.2@warwick.ac.uk

Tel: 02476 151749

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