

## Information Sheet

Your name:

Your contact details: this could include your University address and email

Title of the research:

*This can be a shortened version as long as it conveys the key theme of the research.*

A summary of the aims of the research:

*In this part you will explain your research questions briefly. This should be written in a form that is accessible to a non-specialist audience by writing clearly and concisely and avoiding complex language.*

How the research will be carried out:

*In this section you need to explain expectations in relation to the involvement of the participant in the research project:*

1. *Methods you will use, avoiding specialist terminology. Include details such as:*
  - *whether you intend to audio or video record the participants*
  - *if you are carrying out interviews will this be in with individuals, pairs or groups*
  - *specify how you will ensure ethical standards are maintained e.g. state that there will always be a member of staff in the room during the research*
2. *Activities that the participant will be involved in, for example if your research involves exploration of teaching approaches.*
3. *It is important to state explicitly that involvement in the research will not impact negatively on the educational opportunities of the participant and how you will ensure this.*
4. *The time commitment involved in participating in the research.*
5. *Any incentives or benefits of the research to the participant (if appropriate).*
6. *How the research will be communicated e.g. dissertation, paper for a conference or journal*
7. *A clear explanation of the rights of the participant to withdraw from the research at any point and how they can do this.*

*How confidentiality and anonymity will be maintained*

*Detail in this section the actions you will take to ensure that anonymity and confidentiality will be maintained at each stage of the research, for example:*

- *Pseudonyms of participants will be used at all stages of data transcription, analysis and publication*
- *Names of participants will not be stored with the data collected*
- *Audio / video files will be destroyed once data has been analysed*

**Include a statement on your protocol in relation to confidentiality should child protection issues arise.**

The right to withdraw from the research

*State clearly that the participant has the right to withdraw from the research project at any stage and how you will facilitate this process e.g. use of a STOP sign*

Details of the institution supporting you in the research

*Address of the institution. Also you may include a contact email for the research supervisor and a representative from the Ethics Committee*

