



Example Information Sheet

[Department],

Royal Holloway, University of London

Name of study (*understandable to lay person*)

Include your own name (*with contact details*) and supervisor's name (*if applicable*)

- Use lay terminology to explain study - aims (why doing it) and what will happen if decide to take part.
- Where study is taking place
- Participation is entirely voluntary
- Participation is anonymous and confidential (only seen by myself and supervisor (for student researchers only)) (NB only include that it will not be shown to teachers and carers where applicable - often not relevant)
- Participant can decide not to answer any question if you prefer not to
- You must be explicit about what the data that will be collected
- How will the data be used, will it be reused
- How will data be safely stored
- How long will data be stored for
- What will you do with the data after the project has ended
- In what form will the data be recorded
- Your signed consent form will be stored separately from the responses you provide
- What happens if the participant has a question or complaint?
- If you decide not to participate, it will not affect your education or care (only if applicable should you mention this)
- Can participants withdraw at any time without giving a reason

If you are happy to participate in this study please sign the consent form.

NB: You may retain this information sheet for reference and contact us with any queries.