**Participant Information Sheet**

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| **General Instructions****\*\*Delete this instructional table when you have completed the Information Sheet\*\***Instructional text and/or guidance is in *blue italic font*. Before submission, please delete this box, blue instructional text, and information in this template that does not apply to your project.* This template is primarily designed for exempt projects that involve interviews and surveys (exempt category 2), but can be modified to account for other types of allowable exempt projects including educational research (exempt category 1) and benign behavioral interventions (exempt category 3).
* The Information Sheet must be written in lay language using 2nd person point of view (e.g., you will be asked to complete an anonymous survey). The use of jargon, including any complex terms or concepts should be avoided. All acronyms or abbreviations must be defined the first time they are used. Avoid the use of lengthy paragraphs. For additional guidance, view the [PRISM Readability Toolkit](https://www.une.edu/sites/default/files/PRISMReadabilityToolkit_ThirdEdv6_062210.pdf).

**Contact the Office of Research Integrity at** **irb@une.edu** **if you have questions or need further assistance.**  |

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| Version Date: | *[This is the date the Information Sheet was initially created or subsequently revised]* |
| IRB Project #: | *[An IRB Study # will be assigned to you upon receipt of your submission]* |
| Title of Project: |  |
| Principal Investigator (PI): | *[There can only be one individual listed as the PI of the project]* |
| PI Contact Information: | *[Provide the UNE e-mail address and phone number of the PI]* |

**INTRODUCTION**

* This is a project being conducted for research purposes. Your participation is completely voluntary.
* The intent of the Participant Information Sheet is to provide you with important details about this research project.
* You are encouraged to ask any questions about this research project, now, during or after the project is complete.
* The use of the word ‘we’ in the Information Sheet refers to the Principal Investigator and/or other research staff.

**WHAT IS THE PURPOSE OF THIS PROJECT?**

The general purpose of this research project is to *[insert description]*.

* *Describe in layman’s terms the purpose of the project. What is the research question the project is trying to answer?*
* *Specify the number of participants who will take part in the project.*
* *Indicate if your research project is being conducted as part of a class project, student thesis, or dissertation.*
* *If your research involves deception, state the following:* For scientific reasons, this Information Sheet does not contain all of the information about the research question being tested. The Principal Investigator will give you more information when your participation in the project is over. *[This scenario applies to benign behavioral interventions (exempt category 3) where the participant prospectively agrees to the activity]*

**WHY ARE YOU BEING ASKED TO PARTICIPATE IN THIS PROJECT?**

You are being asked to participate in this research project because *[insert reason].*

*Include a description of the target population and/or selection criteria as relevant to your project.*

**WHAT IS INVOLVED IN THIS PROJECT?**

You will be asked to *[insert description]*.

* *Describe in lay language, step-by-step, what the participant will be asked to do as part of your project. If the study procedures are lengthy and/or complex, consider providing an outline in bulleted format to aid in comprehension.*
* *If conducting a focus group, describe who will facilitate the group, how the sessions will be held (e.g., in person, Zoom, etc.), how long they will last, and how many sessions will be held in total. Indicate if the focus group will involve audio and/or video recording.*
* *If conducing a semi-structured interview, describe who will conduct the interview, the format of the interview (e.g., in person, Zoom, etc.), how many interviews will be required, and how long they will last. Indicate if the interview will involve audio and/or video recording.*
* *If conducting a survey, indicate if the survey is anonymous (e.g., responses cannot be directly/indirectly linked back to the individual) or confidential, describe the source of the survey (e.g., published & validated vs. a survey developed in-house) and the format of the survey (e.g., paper vs. electronic). Specify the anticipated length of time it will take to complete the survey.*
* *For interviews, specify whether the participant will be given the option to review the transcribed interview for accuracy.*
* *If you plan to go back to speak with participants to validate/or further understand your findings, this activity (and the additional time it will take) must be detailed in this section.*
* *If the results of the project will be shared with site leadership, specify if the data to be shared will be de-identified and presented in aggregate.*

**WHAT ARE THE POSSIBLE RISKS OR DISCOMFORTS INVOLVED FROM BEING IN THIS PROJECT?**

The risks involved with participation in this research project are minimal and may include *[describe risks/discomforts]*.

* *If your project only involves the completion of an anonymous survey, delete the first line of this section and state the following:* The probability and magnitude of harm/discomfort anticipated as a result of participation in this project are not greater than those ordinarily encountered in daily life.
* *Risk may include psychological, physical, legal, social/reputational, and/or economic/financial harm to participants. In qualitative research, common sources of potential harm include invasion of privacy, stigmatization, or breach of confidentiality. All risks identified in the research proposal summary must be addressed in the Information Sheet.*
* *For each risk/discomfort you list, describe the mechanism(s) you will employ to mitigate those risks/discomforts.*
* *State the following if the project involves risk to privacy or confidentiality:* Please see the ‘WHAT ABOUT PRIVACY & CONFIDENTIALITY?’ section below for steps we will take to minimize an invasion of privacy or breach of confidentiality from occurring.
* *Describe access to available support services or procedures to be followed should harm to the participant occur (e.g., participant becomes emotionally distressed during or after an interview, etc.).*
* *If the research involves an interview or survey, inform the participant that they have the right to skip or not answer any question, for any reason. Additionally, inform the participant if the project includes some questions that may seem sensitive or personal in nature.*
* *State the following if you will recruit UNE students:* Your decision to engage/not engage in this research project will have no effect on your academic status, class grade(s), or relationship with any instructor(s) at UNE.
* *State the following if you will recruit UNE employees:* Your decision to engage/not engage in this research project will have no effect on your employability or performance review at UNE.

**WHAT ARE THE POSSIBLE BENEFITS FROM BEING IN THIS PROJECT?**

*Choose one of the following statements:*

The possible benefits you may experience from being in this research project include *[describe benefits]*.

 *OR*

There are no likely benefits to you by being in this research project; however, the information we collect may help us understand *[explain the potential benefits to society]*.

***Note****: Compensation or incentives provided for participation is NOT considered a benefit to participants.*

**WILL YOU BE COMPENSATED FOR BEING IN THIS PROJECT?**

*Choose one of the following statements:*

You will not be compensated for being in this research project.

 *OR*

You will be receiving *[describe compensation]* for taking part in this research project.

*If participants will be compensated, explain the type of compensation offered (e.g., cash, raffle prizes, gift cards, etc.), the monetary amount of the compensation, and the terms of the compensation (e.g., payment provided after participation is completed, tiered payment approach, what happens if participant withdraws early from the project, etc.).*

**WHAT ABOUT PRIVACY AND CONFIDENTIALITY?**

We will do our best to keep your personal information private and confidential. However, we cannot guarantee absolute confidentiality. Your personal information may be disclosed if required by law. Additionally, your information in this research project could be reviewed by representatives of the University such as the Office of Research Integrity and/or the Institutional Review Board.

The results of this research project may be shown at meetings or published in journals to inform other professionals. If any papers or talks are given about this research, your name will not be used. We may use data from this research project that has been permanently stripped of personal identifiers in future research without obtaining your consent.

***Note****: The first two paragraphs in this section may be deleted if your project only involves the completion of an anonymous survey.*

The following additional measures will be taken to protect your privacy and confidentiality: *[Using bullet points, list out the specific mitigation strategies you will employ as part of your project]*

***General Considerations****:*

* *Explain how the participant’s privacy will be protected (e.g., conducting the consent process in a private setting away from others, ensuring that private data are not collected without the participant’s knowledge and consent).*
* *Describe how paper records will be secured and who will have access to them (e.g., storage of paper records in a locked file cabinet in a locked office accessible only by the PI and/or study team).*
* *Indicate how electronic data (including data collected in survey platforms) will be secured and who will have access to them (e.g., through use of encryption, use of password-protected files, use of a password-protected computer, storage of data on a secure UNE network drive or the researcher’s secure UNE OneDrive account, restricting access to data to the study team only).*
* *If a master list or key is used to retain participant identifiers linked to coded study data, describe what information will be recorded in this document (e.g., participant name and e-mail address will be recorded in the master list and each participant will be assigned a unique study ID number within the same document). Specify the master list or key will be stored securely, and separately from the study data. Indicate when the master list or key will be destroyed (e.g., after all interview transcripts have been verified for accuracy), and relay who will have access to the master list or key.*

***Specific Considerations for Projects Involving Focus Groups & Interviews****:*

* *For interviews conducted online, participants should be informed they have the option to not turn on their camera if they choose.*
* *For focus groups, participants should be advised to not repeat anything they learn to others as a means to protect participant confidentiality.*
* *Stripping interviews of all personally identifiable information during the transcription process. Use of a unique pseudonym or study ID number instead of the participant’s name.*
* *For interviews, destroying the audio/video recording at the earliest opportunity during the project (e.g., after all transcripts have been verified for accuracy).*

**WHAT IF YOU WANT TO WITHDRAW FROM THIS PROJECT?**

You have the right to choose not to participate, or to withdraw your participation at any time without penalty or loss of benefits. You will not be treated differently if you decide to stop taking part in this project.

If you request to withdraw from this project, the data collected about you *[describe the scenarios under which you would or would not be able to delete the participant’s data]*. *For example, if the project involves an anonymous survey you would likely have no way of identifying the participant’s individual responses to delete them. Similarly, you could delete a participant’s interview transcript when the master list or key is in existence, but may not be able to do so after the master list or key is destroyed.*

**WHAT IF YOU HAVE QUESTIONS ABOUT THIS PROJECT?**

You have the right to ask, and have answered, any questions you may have about this research project. If you have questions about this project, complaints or concerns, you should contact the Principal Investigator listed on the first page of this document.

**WHAT IF YOU HAVE QUESTIONS ABOUT YOUR RIGHTS AS A RESEARCH PARTICIPANT?**

If you have questions or concerns about your rights as a research participant, or if you would like to obtain information or offer input, you may contact the Office of Research Integrity at (207) 602-2244 or via e-mail at irb@une.edu.