**PARTICIPANT INFORMATION SHEET**

**[RESEARCH PROJECT TITLE]**

You are being invited to take part in a research project. Before you decide whether or not to take part, it is important for you to understand why the research is being undertaken and what it will involve. Please take time to read the following information carefully and discuss it with others, if you wish.

Thank you for reading this.

1. **What is the purpose of this research project?**

[Insert basic background information on the research project, its aims and whether it is a student project. If relevant, include a brief description of any samples required. Keep this paragraph short and use lay language.]

1. **Why have I been invited to take part?**

You have been invited because [insert selection criteria for participants e.g. healthy volunteer, attendance at a particular clinic, known to have a particular condition.]

1. **Do I have to take part?**

No, your participation in this research project is entirely voluntary and it is up to you to decide whether or not to take part. If you decide to take part, we will ask you to sign a consent form. If you decide not to take part, you do not have to explain your reasons and it will not affect your legal rights.

You are free to withdraw your consent to participate in the research project at any time, without giving a reason, even after signing the consent form.

1. **What will taking part involve?**

[Describe involvement from the potential participant’s perspective. State the overall period of involvement for the participant, how often they will need to participate and the time for each session. Explain what will happen (e.g. interviews, questionnaires, usability testing). If any activity involves the participant being recorded (audio/video/photograph), this must be explicitly stated.]

1. **Will I be paid for taking part?**

No.

1. **What are the possible benefits of taking part?**

[State any benefits to the participants that are reasonably expected. It is important not to exaggerate the potential benefits. If there is no intended benefit to the participant from taking part, this should be clearly stated e.g. there will be no direct advantages or benefits to you from taking part, but your contribution will help us understand [insert details].]

1. **What are the possible risks of taking part?**

There are no risks.

[If there are any risks, please discuss your application with the module leader. Please remove this placeholder.]

1. **Will my taking part in this research project be kept confidential?**

All information collected from (or about) you during the research project will be kept confidential and any personal information you provide will be managed in accordance with data protection legislation. Please see ‘What will happen to my Personal Data?’ (below) for further information.

1. **What will happen to my Personal Data?**

No personal data will be collected.

[If you want to collect personal data, please discuss the project with your module leader. Please remove this placeholder.]

1. **What happens to the data at the end of the research project?**

The data collected as part of this study will be used only for the purposes of [Module Name (Module Code)] and will not be shared. Any data will be deleted at the end of the academic year.

1. **What will happen to the results of the research project?**

The results will be published as part of the coursework.

1. **What if there is a problem?**

If you wish to complain, or have grounds for concerns about any aspect of the manner in which you have been approached or treated during the course of this research, please contact [add name of the module leader and their email address]. If your complaint is not managed to your satisfaction, please contact the School of Computer Science and Informatics Research Ethics Committee: comsc-ethics@cardiff.ac.uk

1. **Who is organising and funding this research project?**

This research is part of [module name + module code], which is part of [degree name] at Cardiff University and is not funded.

1. **Who has reviewed this research project?**

This research project has been reviewed and approved by the [add name of the module leader and their email address] who is a Module Leader for [add module name + code].

1. **Further information and contact details**

Should you have any questions relating to this research project, you may contact us during normal working hours:

[student(s) name]

[contact email address]

Abacws
Senghennydd Road
Cardiff, CF24 4AG

**Thank you for considering to take part in this research project. If you decide to participate, you will be given a copy of the Participant Information Sheet and a signed consent form to keep for your records.**