



MEaP Academy Scholars' Publishing Programme (MaSPP)

Participant Information Sheet (PIS)

[Text in a colour other than black is guidance and must be deleted when you create your PIS. Text in black is MANDATORY and must be preserved as written.]

Projects differ in nature and some guidance presented here might not apply to you so feel free to ignore. Sections that you are not allowed to discard are clearly labelled MANDATORY. Avoid the use of acronyms and any specialised language. If you are unsure what is meant by this, please consult <https://www.plainenglish.co.uk/>]



Participant Information Sheet

[MANDATORY Research Project Title]*

***title must match exactly across all your documents and ethics application**

1. Invitation to research

[MANDATORY Describe who you are and what you are doing. You MUST also clearly indicate all those who are organising and funding the research.]

Suggested text: I/We would like to invite you to take part in My name is and I am..... Our research project is

2. Why have I been invited?

[MANDATORY You should explain briefly why and how the participant was chosen and how many others will be in the study.

For example explain clearly why you have chosen to recruit participants within a particular ethnic group, or age group, healthy volunteers, students on a particular course, males or females and why you are studying this particular population group.]



MEaP Academy Scholars' Publishing Programme (MaSPP)

3. Do I have to take part?

It is up to you to decide. We will describe the study and go through the information sheet, which we will give to you. We will then ask you to sign a consent form to show you agreed to take part. You are free to withdraw at any time, without giving a reason.

4. What will I be asked to do?

[It is MANDATORY to fully disclose all details of what your project entails and what you expect the participant to do and in what order. If you are undertaking any form of covert research, this must be fully explored in your ethics application. Depending on what you are doing, there are many things you should be telling your participants. Typical items include: how long the project lasts, how long must they participate, description of the consent process, full list of everything they must do for you, how many times they must do it, how often they must do it, where will the activity take place, what data recording methods you are using (audio, video recording, artefact collection etc.)

[IF APPLICABLE] If you are using audio recording, video recording, or photography, you must provide a clear explanation of how these will be used. If you intend to use the recordings/photographs as part of a publication, in broadcast, or upload them to an archive, it is MANDATORY that you: explain this clearly in the PIS, AND include this on the Consent Form, AND sign a separate release form for each type of item collected.

5. Are there any risks if I participate?

[You MUST disclose any potential risks to the participant and how likely it is to occur.]

6. Are there any advantages if I participate?

[MANDATORY Please present the advantages if there are any. If you are offering any rewards or recompense, please describe. If there are no direct advantages or rewards, please say so and add a few details about the useful contributions that the research will bring.]

7. What will happen to the samples that I give?



MEaP Academy Scholars' Publishing Programme (MaSPP)

[IF APPLICABLE include this section if you are collecting any type of bio samples or any participant-made artefacts as part of your research]

8. What will happen with the data I provide?

When you agree to participate in this research, we will collect from you personally-identifiable information.

MEaP Academy Community Training and Research Institute (MaCTRI) ('the Institute') is the Data Controller in respect of this research and any personal data that you provide as a research participant.

The Institute is registered with the Information Commissioner's Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the Institute's Data Protection Policy. We collect personal data as part of this research (such as name, telephone numbers or age). As a public authority acting in the public interest we rely upon the 'public task' lawful basis. When we collect special category data (such as medical information or ethnicity) we rely upon the research and archiving purposes in the public interest lawful basis.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained.

[IF APPLICABLE] We will not share your personal data collected in this form with any third parties.

[IF APPLICABLE] We will share your personal data with [state any recipients, meaning external partners] in order to fulfil the purposes set out above.

If your data is shared this will be under the terms of a Research Collaboration Agreement which defines use, and agrees confidentiality and information security provisions. It is the Institute's policy to only publish anonymised data unless you have given your explicit written consent to be identified in the research. **The Institute never sells personal data to third parties.**



MEaP Academy Scholars' Publishing Programme (MaSPP)

We will only retain your personal data for as long as is necessary to achieve the research purpose. [MANDATORY. Include full details of your data handling, retention, disposal, anonymisation, and how you will preserve participant's confidentiality].

For further information about use of your personal data and your data protection rights please see the [Institute's Data Protection Pages](#).

What will happen to the results of the research study?

[MANDATORY detail any plans for dissemination and how this will be done.]

Who has reviewed this research project?

[MANDATORY detail all who have reviewed the research, e.g. supervisors, funders, ethics committees, academic peers, public (as part of public involvement activity)]

Who do I contact if I have concerns about this study or I wish to complain?

[MANDATORY Staff applicants must offer at least three points of contact: the researcher for general questions about the project, the Faculty ethics contact for concerns/complaints about the project, and the DPO & ICO for complaints about data. Scholars must offer three points of contact: Scholar, Series Editor, and Director of Governance. All points of contact will be given with full name, email, work telephone and postal address. Please must not use personal phone numbers, non-Institute email addresses or personal postal addresses for any of the contacts.]

If you have any concerns regarding the personal data collected from you, our Data Protection Officer can be contacted using the info@meap.org.uk e-mail address with an FAO: Data Protection, by calling 0161 666 0572 or in writing to: Data Protection Officer, MEaP Academy Community Training and Research Institute (MaCTRI), M14 6LP. You also have a right to lodge a complaint in respect of the processing of your personal data with the Information Commissioner's Office as the supervisory authority. Please see: <https://ico.org.uk/global/contact-us/>

THANK YOU FOR CONSIDERING PARTICIPATING IN THIS PROJECT