



Centre for Psychology and Counselling BSc Applied Psychology BSc Psychology BSc Psychology and Counselling

Participant Information Sheet – General Guidance

The informed consent form should be accompanied by an information sheet that describes the following* (please use concise statements and avoid jargon):

	Completed
Purpose and location of the research.	
Type of research intervention, such as questionnaires, interviews, or lab tasks, and the step-by-step requirements for participants (what they will be asked to do), whether in-person or online.	
Benefits and risks of participating.	
Voluntary nature of participation.	
Procedures for withdrawal from the study.	
Usage of the data during research, dissemination and storage, including how the information will be shared with participants and any access and benefits-sharing that may be applicable.	
Contact details of the researchers (i.e. student and dissertation supervisor), and funding source (if relevant). Note: Please only use UWTSD email addresses.	
How personal information will be processed and stored and for how long (e.g. signed consent forms, names or email addresses in online surveys, people's visuals in video recordings).	
Procedures for maintaining confidentiality of information about the participant and knowledge that the participant shares.	
Procedures for ensuring ethical use of the data: procedures for safeguarding personal information, maintaining confidentiality and de-identifying (anonymizing) data, especially in relation to data archiving and reuse.	
Data archiving - if yes: It is important to consider the future publishing, archiving, and reusing of research data. Participants should be informed about the benefits of data sharing and whether or not the research data will be deposited in a recognized repository. The organization responsible for the storage, such as the UK	

Data Service or your institutional repository, should also be identified.	
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*Dissertation supervisors must approve all research materials, including the information sheet and consent forms.

Reference: UK Data Service. (2022). *Informed consent form: Addressing future reuse of research data*.
<https://ukdataservice.ac.uk/learning-hub/research-data-management/ethical-issues/consent-for-data-sharing/>