**[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/**](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?**

**[**MANDATORYYou 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.]

**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?**

[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?**

[MANDATORY the HRA have provided GDPR transparency wording for this section, the wording for which can be found via this on the HRA website via this link <https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/data-protection-and-information-governance/gdpr-guidance/templates/transparency-wording-public-sector/>. Please read the information and add all template wording that is applicable to your research.

**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, independent NHS contact for concerns/complaints about the project e.g. PALS, and the DPO & ICO for complaints about data.

Student applicants must offer four points of contact: researcher, Supervisor independent NHS contact for concerns/complaints about the project e.g. PALS, DPO&ICO. All points of contact will be given with full name, email, work telephone and postal address. Please must not use personal phone numbers, non-university 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 legal@mmu.ac.uk e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. 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**