**trinity college dublin**

**sCHOOL OF LAW**

**RESEARCH ETHICS APPLICATION FORM**

**Template - Participant Information Form**

**[PLEASE ENSURE THE INFORMATION IMMEDIATELY BELOW REGARDING THE TEMPLATE’S DESIGN IS DELETED BEFORE USE]**

Individual projects vary so much that it is impossible to provide a simple template that would be suitable for providing participants with information and obtaining their consent in all cases. The template for the Participant Information Leaflet (PIL) provided below, therefore, **must be adapted for each research project**. All the key elements – description of what the participant will be required to do, listing of risks and discomforts, right to withdraw, listing of benefits, procedures regarding confidentiality – should be included in the final form however much the basic material is adapted.

The language used in the form should be modified to suit the participants whose consent is being sought. For example, each item of information should be expressed in a very simple, less detailed form if the participants will be children. The formatting of this form may be adapted freely, as long as it is provided in an accessible and clear font (see College’s Guidelines for Accessible Documents for further information: https://www.tcd.ie/CAPSL/TIC/accessible-info/word/).

Participants should be given a copy of this leaflet to keep.

Please give an estimate of the time commitment involved from participants if they agree to the proposed procedures.

Acknowledgement: this form is based on one developed by the School of Linguistic, Speech and Communication Sciences.

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**Participant Information Leaflet**

[Project Title]

[*Insert title of the project, names of Principal Investigator and other researchers, School/discipline. Students should also provide the name of their academic supervisor.*]

You are invited to participate in this research project which is being carried out by *[repeat names only from above].* Your participation is voluntary. Even if you agree to participate now, you can withdraw at any time without any consequences of any kind.

The study is designed to investigate *[state purpose of study]*

If you agree to participate, this will involve you *[describe procedures simply, avoiding jargon – e.g. “taking part in an interview with the researcher”. Specify where participant will be located and how much time/how many visits are involved. Please give an estimate of the time commitment involved. e.g. “the interview will take place at your office and it is expected to last no longer than 45 minutes”]*

*[List any risks, discomfort that might be involved and how you will minimize them (in so far as you believe that is possible)]*

*[Describe any benefits to the participant which may result from the research itself or from his/her participation. Otherwise say: “*You will not benefit directly from participating in this research”*].*

My research may benefit *[discipline or research area. Mention benefit expected.]*

Any information or data that we obtain from you during this research and with which you could be identified will be treated confidentially. We will do this by *[explain in simple terms any actions which will protect the data e.g. the data will be rendered anonymous by coding and the key to the code will be stored securely in a password-protected file.].* The data will be kept [*specify location and who has access to it*].

All forms should add the following: “Upon the conclusion of this research project, a copy of the data gathered will be stored on an external hard drive held in a secure location in the School of Law, Trinity College Dublin, for five years.”

*[In the case of video/audio-recordings of the participant, make the following points as appropriate:]* Data from this research project may be published in future. The original recording and all copies will be available only to the present investigators, his/her supervisor and any examiners of Trinity College Dublin.

If you have any questions about this research you can ask me. You are also free, however, to contact any of the other people involved in the research to seek further clarification and information *[list names and contact numbers for other researchers involved, or for the academic supervisor in the case of projects being carried out by students]. [If just researcher and academic supervisor, remove mention above of ‘any of the other people’.]*