**Guidance for Researchers**

**Participant Information Leaflet – Anonymous Projects**

**Please read carefully before drafting your Information Leaflet**

The Trinity College Dublin Data Protection Office has prepared this guidance document to help researchers conducting research which is anonymous.

**This means that no data protection rights apply to the project. Therefore, there should be no reference to data protection law anywhere in the information leaflet.**

For any questionnaire or survey, a simple tick box – yes to proceed is sufficient.

Always ensure that the survey tool is configured to not collect IP addresses and location data – see hyperlinks on enabling anonymous survey responses for [SurveyMonkey](https://help.surveymonkey.com/en/surveymonkey/send/anonymous-responses/) and

[Qualtrics](https://www.qualtrics.com/support/survey-platform/survey-module/survey-options/survey-protection/#AnonymizingResponses).

Finally, be careful with free text boxes and put in a note of caution to not disclose any information which could identify an individual.

Once participants have read the participant information leaflet, advise them to proceed to complete the survey.

Also advise them that once submitted the survey cannot be withdrawn.

## Instructions

This template is intended for research studies which are anonymous.

We have drafted this for an anonymous survey but please edit as appropriate.

# Introduction

An information leaflet is an important document for a number of reasons:

* It provides potential participants with all the information they need to fully understand what taking part in a research study means for them (including any risks and benefits),
* It provides potential participants with information on where to get additional information if needed,
* It ensures that the participant and Trinity as an organisation have a record of the information provided to the participant.

## Tips for Drafting an Information Leaflet

Researchers should pay attention to the content, length and appearance of the information leaflet.

1. Content

Keep it simple. We recommend that you draft your information leaflet to a reading age of a 12-year-old.

**Use clear and plain English so that the information is easy to read.** If you need to use abbreviations or acronyms, spell them out.

2. Length

Keep the information concise. Ensure that there is no avoidable repetition. It may be useful to cross-reference to other section(s) to avoid repetition.

Keep sentences to an average of 15 to 20 words.

Break up long paragraphs and complex information. Use bullet points and subheadings.

3. Appearance

The National Adult Literacy Agency has provided useful [plain English writing tips](https://www.nala.ie/plain-english/plain-english-tips/).

Use a clean and clear font (Calibri, Arial, Verdana or Tahoma work well). A good standard size is 12 points.

Use visuals to add to your message.

Use **lower case bold** to stress a point. Do not use block capitals.

**This document is a template only. Researchers will need to tailor this template to their own research studies.**

Record of Review:

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| **PIL Reviewed by:** | **Version No. reviewed:** | **Date of Review** |
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**Participant Information Leaflet - Anonymous Studies**

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| --- | --- |
| **Study Title** | [INSERT DETAILS]  Guidance - use a simplified version of your study title which is understandable to a lay person. Do not cut and paste from the protocol or ethics submission. Please ensure that the same study title is used on your consent form. |
| **Research Site(s)** | [INSERT DETAILS] |
| **Principal Investigator(s) and Co-Investigator(s) (Study Team)**  (insert names, titles and contact details including Trinity School/Department/Unit) | [INSERT DETAILS] |
| **Study Organiser/ Sponsor**  (If applicable - delete if not required) | [INSERT DETAILS] |

# Introductory Statement

*We would like to invite you to take part in a research study that is being carried out by [insert study team details] at [insert site details].*

# *We are interested in understanding experiences of adults aged 18 years and older relating to [insert detail].*

# *You are being invited to participate in this study because you have experience in…. /work in … / you have responded to the flyer / social media advertisement, and you have contacted us for additional information etc.*

# *We are hoping to have [insert number] participants in the study.*

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| **What does taking part involve?** |

*We will ask you to complete an anonymous survey/questionnaire. This means that your identity will not be known by anyone, including the researchers.*

*The questionnaire will ask your views/opinions on [insert topic].*

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| **What are the possible benefits of taking part?** |

*Taking part in this study may not directly benefit you. However, we hope that this research may help us to better understand [INSERT RESEARCH AREA] and may result in new policies/guidelines/tests, drugs or treatment approaches [delete as appropriate].*

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| **Are there any possible disadvantages or risks from taking part?** |

*There are no known risks involved in this study. Please do not reveal any information in free text boxes that could identify you or another.*

*If the questionnaire upsets you in any way, please see below for support services. [include if appropriate links to support]*

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| **What will happen to the results of the study?** |

*The results of the study will be reported in medical/scientific/educational journals and disclosed at medical/scientific conferences.*

*All information is anonymous.*

# Part 2 – Confidentiality

*All information is anonymous. As the information is anonymous, it is not possible for you to request access to your questionnaire/survey once it has been submitted.*

# Part 3 - Approval, Organising and Funding

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| **Has this study been approved by a research ethics committee?** |

*Yes, this study has been approved by [insert name(s) of Hospital(s)] [Joint, if appropriate] Research Ethics Committee (REC). Approval was granted on [INSERT DATE].*

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| **Who is organising this study?** |

*This study is being undertaken by [insert name] as part of their academic studies / Masters / Ph.D. studies. It is self-funded.*

Or

*This study is being completed as part of a collaboration between [insert] and [insert]. Funding for this collaboration is being provided by [insert detail].*

Or

*This study is being funded by [insert detail].*

# Part 4 - Further Information

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| **Who should I contact for information or concerns?** |

*If you have any concerns or questions, you can contact:*

*Principal Investigator: [insert name and email address]*

**Thanks**

*Thank you for taking the time to read this Participant Information Leaflet.*

**Support Services:** *[or delete if appropriate].*