NOTE - Read then delete the guidance text in red

Adapt or delete the sample text in blue

Finalise the document in black.

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| **Information Leaflet: (Insert Title of Study)** |

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| **Invitation Paragraph** |

Guidance:

In this section you must provide an invitation paragraph / introductory statement to invite potential participants to consider taking part in your research project. Give a brief overview of what the study is about. It should be clear that participation is voluntary.

* Use clear and accessible language in your introduction.
* Remind potential participants that they can also ask for assistance or further information at any stage.

Sample text:

*You are being invited to take part in a research study about [insert detail].*

*Participation is voluntary.*

*Before you decide if you want to take part, it is important for you to understand why the research is being done and what taking part involves.*

*Please take time to read the following information carefully and discuss it with others if you wish. Please ask us if there is anything that is not clear or if you would like more information.*

*Name and contact details of researcher and supervisor.*

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| **What is the purpose of the study?** |

Guidance:

Provide an outline of the purpose of your study in lay language. Explain the background context of the study, providing detail of its relevance - i.e. why the study is being done and what the aims of the study are. Include detail of any personal data that will be processed for the purposes of the study.

Sample text:

*We plan to study X and to collect information relating to Y (include full list of any personal information.)*

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| **Why have I been chosen to participate?** |

Guidance:

Explain how the participant was chosen and perhaps how many others will take part. Explain specifically why the potential participant has been invited to join the study.

Sample text:

*We are interested in understanding experiences of [insert detail].*

*You are being invited to participate in this study because you have experience in….*

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| **Do I have to take part?** |

Guidance:

Explain that taking part in the research is entirely voluntary, and that the participant can withdraw without penalty at any stage.

Sample text:

*It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information leaflet to keep and asked to sign a consent form.*

*If you decide to take part, you are still free to change your mind at any time and without giving a reason.*

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| **What will happen to me if I take part?** |

Guidance:

You should explain what taking part in the research will involve including a list of topics that you will discuss and the expected location and duration of participation.

Sample text:

*This study involves the following stages:*

* *Each participant will be required to complete a questionnaire and/or participate in a one-to-one interview with the principal investigator/one of the investigators / take part in a focus group discussion.*
* *The questionnaire will ask your views/opinions on [insert topic]. During the interview you will be asked questions about [include as appropriate].*
* *The topics discussed in the focus group session will include [insert detail]. If you are taking part in a focus group, we would ask that you do not disclose the identity of the other participants or the details of the discussion.*

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

Guidance:

Provide information on potential benefits if any, to the participant or others, through taking part in the study. If there is no direct benefit to the participant, then this should be stated.

Sample text:

*There will be no direct benefits to participants, however we hope the results of the study will help us to understand [insert detail].*

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| **What are the possible disadvantages and risks of taking part?** |

Guidance:

Provide a fair and honest evaluation of the possible consequences of key research procedures. Risks, including any discomforts, must be clearly explained.

Sample text:

*We have taken all measures to minimise any risk to you. All information will be treated confidentially.*

*In the event of the interview triggering an emotional event, the interviewer will stop the session and advise you to contact [insert detail].*

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| **Will my participation in this study be kept confidential?** |

Guidance:

Explain that the interview will be recorded (audio or video) if applicable and outline the arrangements for storing the research data - e.g. where data will be stored, for how long, security arrangements in place, who will have access to the data etc.

Sample text:

*Your privacy is important to us.*

*We will never share your audio or video files with any third parties.*

*Original audio recordings will be retained in the researcher’s Trinity College Dublin OneDrive account until after their degree has been conferred. A transcript of interviews in which all identifying information has been removed will be retained for a further two years after this.*

*Please note that by law we are obliged to report any inadvertent discovery relating to criminal activities.*

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| **What will happen to the results of this research?** |

Guidance:

Outline fully and realistically your plans for the dissemination of the research including conferences, publications and teaching use. If your plans for the research only consist in submitting your dissertation then simply state this.

Sample text:

*The information from this study will appear in a Master’s dissertation and may be published in scientific papers. Your identity will remain confidential and no one will know that you took part in the study, unless you give us written consent to use your name in the dissertation or publication.*

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| **What do I do if I have any further questions?** |

Guidance:

Provide detail of support and assistance available to participants.

Sample text:

*If you have any questions or concerns regarding your participation in the study please ask the researcher that gave you this information leaflet for further information. They will be happy to answer any questions that you may have.*

# *THANK YOU*