**Ethics sample information leaflet and consent form for gatekeepers/agency**

Generally speaking, you can provide a combined information sheet and consent form for gatekeepers / agencies.

The following is a suggested template for a Gatekeeper or Agency information sheet / consent form. You should adjust and populate the template to suit your project.

If the role of the gatekeeper or agency is more involved, the information sheet and consent form will need to reflect this.

The information sheet and consent form for gatekeepers / agencies can take the form of a letter if that is more convenient. In the case of staff and PhD projects this letter should be on headed paper from the most relevant organisation.

This template is designed primarily for those doing qualitative interviews with adults from populations who are not at risk of vulnerability and dealing with non–sensitive topics.

**INFORMATION LEAFLET TEMPLATE**

**NAME OF STUDY: (INSERT TITLE HERE)**

IN THIS SECTION YOU MUST INCLUDE AN INTRODUCTORY STATEMENT

*SAMPLE TEXT: You have been asked to assist me in conducting a research study because we are trying to find out ( insert purpose of research)*

*Before you decide whether or not you wish to assist me with the study, it is important for you to understand why the research is being done and what taking part for you and for the participants 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. Take time to decide whether or not to facilitate this research.*

# Background information to the study

In this section please explain the background context of the study explaining its relevance (i.e. why the study is being done and why this person has been asked to assist with the study).

*SAMPLE TEXT: We plan to study x and to collect information relating to Y (include full list of any personal information.)*

# Benefits

Provide information on potential benefits if any, to the participant or others, through taking part.

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 ( please complete).*

# Disadvantages

Provide a fair and honest evaluation of the possible consequences of key research procedures.

*SAMPLE TEXT: The interview will take approximately x. There is a small risk of participants’ personal data being breached and their identity being revealed.*

# Do participants/gatekeepers have to take part?

Explain the voluntary nature of the study and the right to withdraw without penalty

*SAMPLE TEXT: It is the choice of participants/gatekeepers whether they would like to take part in/assist with the study or not. If they do not wish to participate/assist, they do not have to give a reason and they can change their mind at any time. If they decide that they do not wish to be part of the study/assist with the study, now or later, they will continue to receive the same level of (INSERT AS APPLICABLE). If participants/gatekeepers wish to withdraw from the study at any time, they should contact X.*

# What I need your assistance with

*Explain exactly what it is you want the gatekeeper to do: how many participants? How will they be selected? Inclusion and exclusion criteria. Who will have access to database information? Clarify that the gatekeeper role is simply one of distributing information and that interested participants should contact the researcher directly, not the gatekeeper. Also clarify any other role you expect the gatekeeper to have e.g. distributing information sheets.*

*SAMPLE TEXT: The role of the gatekeeper will be to distribute information sheets and interested participants should contact the researcher directly.*

# What taking part in the study involves for study participants?

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.

Explain what will happen to the personal data provided by the participant (INCLUDING AUDIO OR VIDEO RECORDING)

State the length of time the personal data will be kept (in an identifiable or pseudonymised format) and why it is necessary to keep it for that period.

State the arrangements to be made for the personal data to be archived or destroyed.

State whether the personal data collected will leave the State and if so what countries it will go to and why; please be careful of data stored in the cloud and carry out due diligence as to where this data is stored).

If applicable, state the existence of automated decision-making, including profiling and information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject;

# Will study records remain confidential?

Explain that the interview will be recorded (audio or video) if applicable and outline the arrangements for storing the research data (where it will be stored, for how long, security arrangements, who will have access).

Provide details on how participants identity will be kept confidential in any analysis, publication and presentation of resulting data and findings.

*SAMPLE TEXT: The privacy of participants is important to us. Participants’ personal information will be stored securely in x in Trinity College Dublin for up to x years.*

*Any information that leaves Trinity will have the name removed so that your identity remains confidential.*

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

*Anonymised data may be shared with the scientific community and industry.*

NB: For students undertaking Masters programmes who have no intention of subsequently publishing their research the relevant paragraph should read:

 *‘original audio recordings will be retained in [specify location, security arrangements and who has access to data] until after my 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.*

Include cautions about inadvertent discovery of illicit activities ((e.g. physical, emotional or sexual abuse, concerns for child protection, rape, self-harm, suicidal intent or criminal activity

*TEXT: Please note that by law we are obliged to report any inadvertent discovery relating to……*

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

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 may be published in scientific papers and on public registries. If this is the case, the identity of participants will remain confidential and no one will know that they took part in the study.*

# What do I do if I have any further questions?

SAMPLE TEXT: Please ask the researcher that gave you this information sheet. They will be happy to answer any questions that you may have.

# THANK YOU

**Consent to facilitate research**

|  |
| --- |
| **STUDY NAME:** **Centre ID:****Identification Number for study:** |
| **Consent Form** |
| **The below section should always be included in consent forms. The consents should be reviewed by the Principal Investigator and research team and amended as appropriate in line with the specific requirements and consents being sought from participants.**  |
| **There are X sections in this form. Each section has a statement and asks you to tick the box if you agree. The end of this form is for the researchers to complete.** **Please ask any questions you may have when reading each of the statements.** **Please leave the box blank if you do not agree.** **Thank you for assisting me with this study.**  |
| **General**  | **Tick box** |
| I confirm I have read and understood the **Information Leaflet** for the above study. The information has been fully explained to me and I have been able to ask questions, all of which have been answered to my satisfaction. |  |
| I understand that this study **is entirely voluntary,** **and if I decide that I do not want to assist with the study, I can stop assisting with this study at any time without giving a reason**. I understand that deciding not to assist with this study will not affect my future access to ( delete as applicable) |  |
| I understand that I **will not be paid for assisting with this study**[[1]](#footnote-1).  |  |
| I voluntarily agree to assist with this research study having been fully informed of the **risks, benefits and alternatives** which are set out in full in the information leaflet which I have been provided with. |  |
| I understand that I will assist… *[Outline briefly in simple terms what roles you expect the gate keeper to perform].*  |  |
| I know how to contact the research team if I need to. |  |
| **Data**  | **Tick box** |
| I understand that any identifiable information about me and about participants (personal data), [including the transfer of this personal information about me/participants outside of the EU], will be protected in accordance with the General Data Protection Regulation ( GDPR).  |  |
| [I understand that anonymous information from this study may be shared with third party academics worldwide for research and learning purposes].  |  |
| [I understand that the audio recording of participants’ interviews will be retained by Trinity College Dublin for x years for use solely by Trinity College Dublin, and then destroyed].  |  |

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Gatekeeper Name (Block Capitals) Gatekeeper Signature Date

**To be completed by the Principal Investigator or nominee.**

I, the undersigned, have taken the time to fully explain to the above gatekeeper(s), the nature and purpose of this study in a way that they could understand. I have explained the risks and possible benefits involved. I have invited them to ask questions on any aspect of the study that concerned them.

I have given a copy of the information leaflet and consent form to the gatekeeper with contacts of the study team.

Researcher name

Title and qualifications

Signature

Date

**2 copies to be made: 1 for gatekeeper, 1 for PI**

1. Amend as appropriate. [↑](#footnote-ref-1)