**[TEMPLATE FOR QUALITATIVE SURVEYS OR SURVEYS WITH MAINLY OPEN-ENDED QUESTIONS]**

**Information Sheet**

**Title: [short title]**

Thank you for considering participating in this research project. The purpose of this document is to explain to you what the work is about and what your participation would involve, so as to enable you to make an informed choice.

The purpose of this study is **[INSERT HERE – KEEP IT QUITE BRIEF AND SIMPLE (1-2 SENTENCES) e.g.]** to examine **[…... ]**. Should you choose to participate, you will be asked to **[INSERT HERE, AGAIN BRIEF AND SIMPLE; THIS SECTION SHOULD INCLUDE A DESCRIPTION OF THE PROCESS** complete a questionnaire, which will include items on **[GIVE A BROAD PICTURE, e.g.]** .

Participation in this study is completely voluntary. There is no obligation to participate, and should you choose to do so you can refuse to answer specific questions or decide to withdraw from the study. All information you provide will be confidential will be protected throughout the study and will be available only to **LIST AS APPROPRIATE – THE RESEARCHER, THE RESEARCH TEAM, MY SUPERVISOR ETC.** Any identifying information included in your responses will be removed. Your contact details, name or IP addresses will not be collected at any point, meaning the data you provide cannot be traced back to you **[ONLY APPLIES TO ONLINE SURVEYS. WHERE SURVEY DATA ARE BEING GATHERED IN HARD COPY, THERE IS GENERALLY NO NEED TO GATHER PERSONALLY IDENTIFYING INFORMATION, AND OFTEN THE USE OF A TICK BOX TO INDICATE CONSENT IS ACCEPTABLE]**.

You maintain the right to withdraw from the study at any stage up to the point of data submission. At this point your data will be collated with that of other participants and can no longer be retracted.

The data will be stored on the University College Cork OneDrive system and subsequently on the UCC server. The data will be stored for a minimum of ten years. **[ IF YOU WISH, YOU MAY REQUEST PARTICIPANTS’ CONSENT TO STORE THE (PSEUDO)ANONYMISED DATA INDEFINITELY IN A DATA REPOSITORY, AND TO ALLOW THE DATA TO BE USED FOR SUBSEQUENT RESEARCH STUDIES.]** The information you provide may contribute to research theses, research publications, conference presentations, and news outlets. This study will contribute to our knowledge of/understanding of ...**[Outline the Positive Ethics, the benefits of this research in the wider context. ]** I will debrief you afterwards and answer any questions you may have.

We do not anticipate any negative outcomes from participating in this study [**IF YOU DO, YOU MUST SAY SO EXPLICITLY – e.g. WE DO NOT INTEND TO CAUSE ANY DISTRESS TO PARTICIPANTS. SOME OF THE TOPICS BROACHED IN THE SURVEY, HOWEVER, ARE OF A SENSITIVE AND PERSONAL NATURE. SHOULD YOU WISH TO DO SO, YOU CAN CHOOSE NOT TO ANSWER QUESTIONS, OR TO WITHDRAW FROM THE SURVEY.]** Should you have any concerns arising from participating in the research, or should it raise any issues for you, the contact details for support services provided below may be of assistance. **SHOULD SOMEONE BECOME DISTRESSED OR UPSEST AS A RESULT OF TAKING PART IN YOUR STUDY, YOUR SUPERVISOR IS PROBABLY THE BEST PERSON TO MANAGE THIS IN TERMS OF REFERRAL ROUTES ETC. BE MINDFUL OF DIRECTING PARTICIPANTS TO ALREADY OVERSTRETCHED SERVICES. HOWEVER, DIRECTING TOWARDS INFORMATION IS APPROPRIATE. [you need to also include these details in the debriefing sheet ]**

This study has obtained ethical approval from the UCC School of Applied Psychology Ethics Committee.

If you have any queries about this research, you can contact me at **THE CONTACT DETAILS OF YOUR RESEARCH SUPERVISOR SHOULD ALSO BE PROVIDED, AS THIS IS THE APPROPRIATE PERSON TO CONTACT FOR SEMI-FORMAL QUERIES. FOR INSTANCE, A REQUEST FOR INFORMATION MAY COME AFTER YOU HAVE GRADUATED AND ARE NO LONGER HERE.**

If you have a concern about how we have handled your personal data, you are entitled to this raise this with the Data Protection Commission.

<https://www.dataprotection.ie/>

**SHOULD YOU BECOME AWARE OF A BREACH OF THE PERSONAL DATA OF PARTICIPANT(S), YOU MUST REPORT THIS TO THE DATA CONTROLLER.**

“A personal data breach occurs when the data is accessed, disclosed, altered, lost or destroyed in contravention of an organisation’s obligation to keep personal data in its possession safe and secure”

<https://www.dataprotection.ie/>

UCC'S Data Protection Officer (DPO) is Catriona O'Sullivan, Information Compliance Manager, University College Cork, 4 Carrigside, College Road, Cork, Ireland.

Telephone: +353 (0)21 4903949\* Email: [gdpr@ucc.ie](mailto:gdpr@ucc.ie)

The Data Controller for this study is **INCLUDE PRINCIPAL INVESTIGATOR’S NAME AND CONTACT DETAILS.**

If you have a complaint about how this research was conducted please contact in writing:

The Ethics Committee,

School of Applied Psychology,

University College Cork,

Cork

If you agree to take part in this study, please complete the consent form overleaf.

**Consent Form**

Do you consent to participate in this study?

Yes ☐

No ☐

Do you give us permission to use extracts of your responses in the result write-up of this study? In using these extracts we will endeavour to remove identifiable information

I agree to quotation/publication of such extracts from my responses ☐

I do not agree to quotation/publication of such extracts from my responses ☐

Do you give us permission to make the responses usable for future research?

Yes ☐

No ☐