**Information Sheet: [Project Title]**

**[Remember to delete grey text after completing]**

**Purpose of the Study.** As part of the requirements for my BA/MA/PhD degree at University College Cork, I am researching…

[*1-2 sentences on your main question. Give a sense of the scale and scope of the project.*]

**What will the study involve?** The study involves…

[*Indicate the procedure and time commitment expected of a participant; give a simple explanation and avoid jargon.*]

**Why have you been asked to take part?** You have been asked because…

[*Explain briefly why they are specifically or generally suitable to provide data / being interviewed for your project. Ensure there’s enough for them to make an informed decision on participating*].

**Do you have to take part?** Participation is voluntary...

[*Explain that they have the option of withdrawing before the study commences (even if they have agreed to participate) or discontinuing after the research has begun. Where data are identifiable (e.g. from interviews), allow them the option of withdrawing within two weeks of participation and ask to have their data destroyed.*]

**Will your participation in the study be kept confidential?**

[*Explain how you’ll handle the question of subjects’ identities in relation to their participation in your research. Where relevant, you might offer anonymity rather than confidentiality but in other cases it is more fitting to acknowledge people’s identities. Examples:*] I will make every effort to ensure that no clues to your identity appear in the thesis/project/film. Any extracts from what you say that are quoted in the thesis/project/film will be anonymous. *Or:*  I will give due acknowledgement and will attribute content to you unless you specify that you would prefer to participate anonymously.

**What will happen to the information you provide?**[*Explain the information will be* *kept confidential from third parties. Will it be destroyed after a period? Will it be placed in an archive? For example:*] The data will be kept confidential for the duration of the study. On completion of the thesis/project/film, data will be retained for a further 10 years and then destroyed.

**What will happen to the results?** [*For example:*] The results will be presented in my thesis/project/film. They will be seen by my supervisor, a second marker and the external examiner. The thesis may be read by future students on the course. The study may be published in a research journal or presented in educational or research settings. The film may be screened publicly.

**What are the possible disadvantages of taking part? / What if there’s a problem?** [*If you think there are none, say so. For example:*] I don’t envisage any negative consequences for you in taking part.

**Who has reviewed this study?** [*Departmental Ethics Committee; UCC ethics committee*]

**Any further queries?** If you need any further information, you can contact me: [*Name, number (it may be unwise to offer your personal phone number to strangers), email address (use your UCC email for this, not a personal email). In some cases, it may be better to give your supervisor’s name and office contact details than your own.*]

***Thank you for reading. If you agree to take part in the study, please sign the consent form overleaf.***

**Consent Form: [Project Title]**

**[Anonymous Version]**

I, ……………………………………………………… agree to participate in this research project.

The purpose and nature of the project has been explained to me in writing.

I am participating voluntarily.

I understand that I can withdraw from the project, without repercussions, at any time, whether before it starts or while I am participating. I do not need to give a reason.

I give permission for my interview to be recorded/filmed. [*Specify if filmed or audio recorded. Delete if you are not making recordings*]

I understand that every effort will be undertaken to ensure my anonymity in any project outputs.

If I give permission below, disguised extracts from my interview may be used in the study and any subsequent publications or presentations:

Yes 🞎 No 🞎 (Please tick one box)

I understand that I can withdraw permission to use the data within two weeks of the interview, in which case the material will be deleted.

Signed……………………………………………………..…. Date……………………………………….….

**Consent Form: [Project Title]**

**[Recognised Name Version]**

I, …………………………………………………agree to participate in this research project.

The purpose and nature of the project has been explained to me in writing.

I am participating voluntarily.

I understand that I can withdraw from the project, without repercussions, at any time, whether before it starts or while I am participating. I do not need to give a reason.

I give permission for my interview to be recorded/filmed. [*Specify if filmed or audio recorded. Delete if you are not making recordings*]

If I give permission below, extracts from my interview may be included in the study and any subsequent publications or presentations:

Yes 🞎 No 🞎 (Please tick one box)

I understand that I can withdraw permission to use this material within two weeks of the interview, in which case the material will be deleted.

Signed……………………………………………………..…. Date……………………………………….