**[When using this template, please insert your details where indicated and remove the highlighting from the text before submission – in addition you should delete this instruction**

**Please ensure that information provided here matches that provided on your consent form]**

**Participant Information Sheet for Research Project: [Title of Project]**

Dear participant,

I, [student’s name], am currently carrying out a piece of research entitled, [title of Project] under the supervision of [supervisor’s name] .

We are investigating [briefly describe the aim of your study in 2-3 sentences]

This information sheet provides you with information about the study and your rights as a participant.

**What does taking part in the research involve?**

[briefly outline the type of data you will be collecting and how this will be collected (e.g. interview, questionnaire). If an interview, where and when will this take place? How long will it take? How will the data be recorded? (notes taken by the interviewer/audio recording/video recording). If a questionnaire, how will the participant complete the questionnaire (online, paper)?]

**Do I have to take part?**

Naturally, there is no obligation to take part in the study. It’s entirely up to you. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. If publications or reports have already been disseminated, these cannot be withdrawn, however, these will only contain anonymised or aggregated data. *[For interviews only you may wish to include the following:]* If you decide to participate in the study and then change your mind in the future, you can withdraw at any point, even after the data has been collected.

**Will my taking part in this study be kept confidential?**

All information collected will be kept securely and will only be accessible by [say who will have access to the data]. [*For interviews only you may wish to include the following:]* If you are mentioned individually in any publications or reports then a participant number or pseudonym will be used and identifying details will be removed. A list may be kept linking participant numbers or pseudonyms to names, but this will be kept securely and will only be accessible by myself and my supervisor. A copy of the information which we record about you, but not other participants, will be provided, free of charge, on request.

[*Where aggregated questionnaire data only is collected you may wish to include the following:]* You will not be asked provide your name but you may be asked to provide some demographic information for analysis purposes. Data collected through this questionnaire will be aggregated and you will not be individually identifiable in any reports or publications from this research.

**What happens if something goes wrong?**

If you are harmed by taking part in this research project, there are no special compensation arrangements. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should immediately inform the student and/or their supervisor (details below). If you are not satisfied with the response, you may contact the Essex Business School Research Ethics Officer, Dr Danielle Tucker (dtucker@essex.ac.uk), who will advise you further.

We would be very grateful for your participation in this study. If you need to contact us in future, please contact me (student@essex.ac.uk) or Dr [supervisor’s name] (supervisor@essex.ac.uk). You can also contact us in writing at: EBS, University of Essex, Colchester CO4 3SQ.

You are welcome to ask questions at any point.

Yours,

*[Student’s Name]*