**Participant Information Sheet**

**[Title of the project]**

**[Date]**

My name is X and I am an undergraduate/a postgraduate student, studying X in the Department of Language and Linguistics at the University of Essex. Before you decide whether or not to take part, it is important for you to understand why this research is being done and what it will involve. Please take time to read the following information carefully.

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

[Explain the aim(s) of your study in 3-4 sentences that can be understood easily by participants. Avoid acronyms throughout, also in the title of your project].

**Why have I been invited to participate?**

You have been invited to participate in this study because you [state here the reason(s) why these participants are needed for your study, i.e. your inclusion criteria].

**Do I have to take part?**

It is up to you to decide whether or not you wish to take part in this study. If you do decide to take part, you will be asked to provide written consent. You are free to withdraw at any time and without giving a reason. [If applicable, e.g. in the case of research with classroom learners, add: Withdrawal will have no impact on your marks, assessments or future studies.]

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

This study requires participants to [briefly summarise here what your participants will be expected to do. Give enough details to allow for an informed decision, i.e. spell out how many sessions there are going to be and how long each session will take.]

**Will I be recorded and how will the recorded media be used?**

[Delete this section if it doesn’t apply. Otherwise, indicate whether and how you will audio- or video-record participants and what will happen to the recordings, e.g. recordings will be transcribed and transcripts will be analysed.]

**Will I be compensated for taking part?**

[Delete this section if it doesn’t apply. Otherwise, indicate the nature of the compensation, e.g. a gift voucher worth X, refreshments during the interview.]

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

The benefit of this study is that it will further our understanding of [briefly explain here what the expected benefits of the study are. If applicable, add potential benefits to participants themselves, e.g. that they will have the opportunity to practise Language X, that it might be interesting for them to reflect on Y].

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

Taking part means that you must give up some of your time. [Give details, e.g. the interview will take about X minutes, the online experiment will take about Y minutes, etc.].

When you participate in the study, the utmost care will be taken that no harm to your psychological wellbeing, physical health values or dignity is caused.

**How will my data be stored and who will have access to the data?**

Your data will be stored in pseudonymised form, i.e. your name and other identifiers will be replaced by a unique code. To reduce the risk of disclosure, identifiers will be stored separately from the research data. Data will be kept [say where, e.g. in my password-protected laptop, in a locked filing cabinet] and will only be accessible to myself, the researcher [add your name ] and my supervisor [add the name]. The data will be kept until [insert date] after which it will be destroyed.

**Will my information be kept confidential?**

Your participation will only be known to myself, the researcher [insert your name and, if applicable, your supervisor’s name].

**How will my data be used and in what form will the data be shared further?**

Your data will be analysed as part of the study. It may then be reported in [insert as applicable: my dissertation/thesis/research publication(s)]. The data used will be in pseudonymised form, so participants will not be identifiable.

**Withdrawing my data**

If you decide to withdraw from the study, please inform the researcher by [insert date by which you can still remove data, i.e. in time before your analysis is expected to be complete and your work written up], and your data will be destroyed. Withdrawal of your data after the given date will not be possible.

**What is the legal basis for using the data and who is the Data Controller?**

The University processes personal data for the primary purpose of research as set out in Article 6 (1)(e) of the UK GDPR. Under UK data protection legislation, the University acts as the Data Controller for personal data collected as part of the University’s research. For more information on data protection legislation and your rights. visit the University’s data protection and research activity [webpage](https://www.essex.ac.uk/staff/freedom-of-information/data-protection-and-research#:~:text=Under%20Data%20Protection%20law%20individuals,to%20erasure%20of%20personal%20information). For any queries, email [dpo@essex.ac.uk](mailto:dpo@essex.ac.uk).

**Ethical approval**

This project has been reviewed on behalf of the University of Essex Social Sciences Ethics Sub-Committee 2 and has been given approval.

**Concerns and complaints**

If you have any concerns about any aspect of the study or you have a complaint, in the first instance please contact the researcher [insert your name], using the contact details below. If are still concerned, if you think your complaint has not been addressed to your satisfaction or you feel that you cannot approach the researcher, please contact the departmental ethics officer, Dr Karen Roehr-Brackin, [kroehr@essex.ac.uk](mailto:kroehr@essex.ac.uk). If you are still not satisfied, please contact the University of Essex Research Integrity Manager ([reo-integrity@essex.ac.uk](mailto:reo-integrity@essex.ac.uk)). Please include the ERAMS reference which can be found in the footer of this page so that the study can be identified, the name or a description of the study, the researcher(s) involved, and the details of the complaint you wish to make.

[Make sure you put the reference number from the ERAMS online application form in the footer of your ethics documents.]

**Contact details**

**Researcher**

[your name, department and email address]

**Supervisor**

[your supervisor’s name, department and email address]