

TEMPLATE PARTICIPANT INFORMATION FORM (Generic all disciplines)

(please ensure all red guidance text is deleted before submitting)

NOTE: The Participant Information Sheet (PICF) should be on headed paper with the University logo.

It should be:

- Clear and use language appropriate to the intended participants
- Have accessible versions and/or translations to ensure inclusion and cultural norms are considered
- Sufficiently concise and contains all relevant information relevant to their involvement

While there is no set format, investigators may like to consider the following template:

Title of the research proposal

This should be short and understandable by the intended audience

Introduction

Your name, role or course and affiliation of the Principal Investigator (PI). Contact details of PI (institution email, not personal emails or phone numbers)

Project Funder/Sponsor (delete as necessary)

Include here any funding bodies or sponsors of the research and/or partners

Purpose of the study

Provide a brief background and aims of the research proposal, including the benefits of the project to the individual, the project and/or wider society.

Why have I been chosen?

Explain why the potential participant has been asked to participate. Explain any selection criteria.

Do I have to take part?

Before you decide whether to take part, it is important that you understand what involvement will include. Please take time to read the following information carefully and discuss it with others if you wish to. You may also contact the research team/my supervisor (contact details) if you would like to discuss any of this information or have further questions about the research study and your potential involvement. You should take your time to decide whether you wish to participate or not.

Participation is entirely voluntary and you are free to decline or withdraw without penalty or disadvantage.

If you wish to withdraw from the study, please contact us at (contact details). You can withdraw from all or part of the study at any time up to **XXX (e.g. point of publication, particular date, end of exhibition)**.

What am I being asked to do?

Participation in this study will include the following activities:

- *List of activities, including length required and location*
- *List of ways in which data will be recorded*
- *Types of questions that might be asked*
- *Any payment/expenses – how much and how will this be paid*
- *Debriefing (if appropriate)*
- *Any foreseeable discomforts, disadvantages, risks involved in taking part*
- *What data will be collected*

Support for participants

If any additional support might be needed after or during the study, signpost participants to relevant services

How will my information be used?

The University of Westminster (*insert names of any other collaborators, if applicable*) will process personal data about you as part of your participation in this research project. *Briefly explain how data will be used and disseminated, if it will be anonymised etc.* Your personal information including (*insert types of data e.g. name, ethnicity, date of birth*) will be processed. This processing of your personal data is carried out under the public task lawful basis in UK GDPR and for any special category data for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. Information will be stored securely and deleted after (*insert period*). *If you want to use the data for future research, it is worth indicating this here using a phrase such as 'Your personal information may be used in ongoing research outputs'.* Try to give as much extra detail as you can. For information about how to exercise your data protection rights please refer to our [privacy notices](#).

Ethical review of the study

The project has been reviewed by the {College name} College Research and Knowledge Exchange Ethics Committee on {date} of the University of Westminster. The research ethics reference number is: **ETHXXXX-XXXX**.

Contact for information about the research

Further information can be provided by contacting (*name of PI/supervisor*) at (*university email address*).

Complaints relating to this research study should be addressed to

XXX (Head of XX College) at xxx@westminster.ac.uk

Incidents or adverse events

These should be urgently reported to the Principal Investigator (*name of PI/supervisor*) at (*university email address*).

Note to researchers:	
For research involving human tissue (relevant material).	Researchers must also see the SOP HTA 009 Consent on the University's HTA Information and Guidance Blackboard site (University log-in required) for additional requirements.
Other regulated research will have consent and participant information requirements.	Please see relevant professional or regulatory guidance. Health Research Authority website; consent guidance.