Information Sheet

Your name:
Your contact details: this could include your University address and email

Title of the research:
This can be a shortened version as long as it conveys the key theme of the research.

A summary of the aims of the research:
In this part you will explain your research questions briefly. This should be written in a form that is accessible to a non-specialist audience by writing clearly and concisely and avoiding complex language.

How the research will be carried out:
In this section you need to explain expectations in relation to the involvement of the participant in the research project:
1. Methods you will use, avoiding specialist terminology. Include details such as:
   - whether you intend to audio or video record the participants
   - if you are carrying out interviews will this be in with individuals, pairs or groups
   - specify how you will ensure ethical standards are maintained e.g. state that there will always be a member of staff in the room during the research
2. Activities that the participant will be involved in, for example if your research involves exploration of teaching approaches.
3. It is important to state explicitly that involvement in the research will not impact negatively on the educational opportunities of the participant and how you will ensure this.
4. The time commitment involved in participating in the research.
5. Any incentives or benefits of the research to the participant (if appropriate).
6. How the research will be communicated e.g. dissertation, paper for a conference or journal
7. A clear explanation of the rights of the participant to withdraw from the research at any point and how they can do this.

How confidentiality and anonymity will be maintained
Detail in this section the actions you will take to ensure that anonymity and confidentiality will be maintained at each stage of the research, for example:
- Pseudonyms of participants will be used at all stages of data transcription, analysis and publication
- Names of participants will not be stored with the data collected
- Audio / video files will be destroyed once data has been analysed

Include a statement on your protocol in relation to confidentiality should child protection issues arise.

The right to withdraw from the research
State clearly that the participant has the right to withdraw from the research project at any stage and how you will facilitate this process e.g. use of a STOP sign

Details of the institution supporting you in the research
Address of the institution. Also you may include a contact email for the research supervisor and a representative from the Ethics Committee