A logo of a university

Description automatically generated

**Note: This is an example of an information sheet for potential participants. The italicised text/yellow highlights will need to be adapted to suit your own study. Remember to use non-academic language that can be understood by everyone: it’s important that potential participants are able to understand the information provided.**

**Version number xxx and date xxxx**

**Participant Information Sheet**

**(For Children 6 -15 years old)**

My name is [ Researcher name ] and I am an [Delete as appropriate - undergraduate student/postgraduate student/researcher] from the [ School/division ] at Queen Margaret University in Edinburgh. As part of my [delete as appropriate - degree course/research study], I am undertaking a research project titled:

**ADD Simple/Everyday title here**

**([ Title of Research ])**

**We would like to ask you to help us with a project. Before you decide whether or not you want to help us, it is important that you understand what the project is about. Please take as much time as you need to think about it and ask us as many questions as you want.**

**What is the project about?**

Add the purpose of the study here in simple, everyday language eg This study is about / is looking into xxxxxxxxxx.

**Why have I been asked to help?**

I am looking for people to help me… [mention why they are suitable for your project]

**Do I have to help?**

You do not have to take part if you do not want to. If you do decide to help us, you can always change your mind at any time if you decide that you don’t want to be involved.

**What will happen if I decide to help?**

Explain what will happen with regards to process from the participant’s point of view in everyday language. You can add pictures (e.g., of equipment or other helpful things to support the text or simple flow charts). Please be aware that at any time you can still change your mind if you decide that you do not want to continue taking part in this project.

**What are the possible good or not so good things of taking part?**

[Explain in short sentences that they may/may not get a direct benefit from taking part in this study.]

[If applicable: Taking part may/may not help you directly but once the project is complete we may be able to use all the information collected to help others.]

**What happens when the project is finished?**

[If applicable: What will happen to their information/data/samples etc. If the participant has been receiving a novel drug/treatment will they still be allowed access to it after the study has ended?]

**Will other people know that I have helped with this project?**

[If applicable: no, any information we collect about you will not have your name so people will not be able to know that you have taken part in this project]

[If applicable: there is a chance that other people may know that you have taken part in this project from the pictures/video. However, this information will only be shared with the people who are carrying out this project: no one else will be able to see this information.]

**What will happen to the results of the project?**

[Mention how you plan to share the findings eg, publish/conferences/academic thesis or assignment?]

**Who is organising the project and why?**

This project has been organised by Queen Margaret University [if applicable: ADD collaborating external organisation(s)] and [If applicable: funded by xxxx]

**Who has checked the proposed project?**

The project was checked by a group of experts from Queen Margaret University who were happy to give us approval to do this project. The name of the group is the [ Name of Committee the application will be first reviewed by ].

**Please ask us all the questions you want:**

Name of researcher: [ Researcher name ]

Address: [ School/division ]

Queen Margaret University, Edinburgh

Queen Margaret University Drive

Musselburgh

East Lothian EH21 6UU

Email: [ Researcher’s email address ]

**If you have any complaints about this project or would like to report any thing that has gone wrong or caused you harm as part of taking part in this project please contact:**

QMU University Research Ethics Committee

Address: QMU Research Ethics Committee

Queen Margaret University, Edinburgh

Queen Margaret University Drive

Musselburgh

East Lothian EH21 6UU

Email: [Researchethics@qmu.ac.uk](mailto:Researchethics@qmu.ac.uk)

**If you have read and understood this information sheet, any questions you have asked have been answered in a way you understand, and you would like to help us, please tell us.**

Thank you for taking the time reading this information sheet.