**Note on Use of This Template**  
This document is provided as a template and is intended to serve as a guide only. Each research project is unique, and researchers are expected to adapt the content of this form to suit the specific requirements and context of their study.

PARTICIPANT INFORMATION SHEET

Please read this information carefully before deciding whether to participate in this research study.

1. **Title of the Study**

[Insert study title]

1. **Introduction**

You are invited to take part in a research study. Before you decide whether to participate, it is important for you to understand why the research is being done and what it will involve. Please take the time to read the following information and ask any questions you may have.

1. **Research Team & Contact Details**

-Researcher: [Name, position, school/department]  
- Supervisor (if applicable): [Name]  
- Institution: [University/College Name]  
- Contact: [Researcher email/phone]  
- Independent Queries: University Research Ethics Office (UREC) [urec@atu.ie](mailto:urec@atu.ie)

1. **Why am I being invited?**  
   [Explain inclusion criteria in plain language]
2. **What will happen if I take part?**[Step-by-step outline, duration, recordings, etc.]
3. **Do I have to take part?**Participation is voluntary. You may withdraw at any time without giving a reason. This will not affect your rights or any services to which you are entitled.
4. **What are the possible risks or inconveniences?**[List possible risks, even if minimal. State that participants may skip questions or stop participating at any time.]
5. **What are the possible benefits?**[Describe any potential benefits for participants, society, or the research field.]
6. **Will I be paid for taking part?**  
   [State compensation/reimbursement, if any.]
7. **How will my information be used?**

-Data Controller: [Institution]  
- Purpose of data collection: [Research purpose]  
- Legal basis: [Consent/Public interest]  
- Storage & protection: [Secure servers, anonymisation]  
- Access: [Who can access data, including international transfer safeguards if applicable]  
- Retention: [Retention period]  
- Rights: You have the right to access, correct, and request deletion of your data before it is anonymised. Complaints can be made to the Data Protection Commission ([www.dataprotection.ie](mailto:www.dataprotection.ie)).

1. **What happens if I withdraw?**[Explain what happens to data already collected, and whether it can still be used in an anonymous form.]
2. **What if there is a problem?**[Provide complaints process and independent contact details, e.g., ethics office.]
3. **How will I receive information about the results?**[Explain whether participants can request a summary of findings and how results will be published.]
4. **Future Use of Data**  
   [If data may be reused in future, describe conditions and ask for explicit consent.]

**15. Funding and Conflicts of Interest**  
[State who funds the research and any potential conflicts of interest]

If you have any questions about this study or your rights as a participant, you may contact:  
  
Researcher Contact: [Name, email, phone]  
Ethics Committee Contact: [urec@atu.ie](mailto:urec@atu.ie)

Next Steps  
  
If you are happy to participate, please sign the consent form provided. You will be given a copy of this information sheet and your signed consent form for your records.

If you agree to participate after reading this information, you will be asked to sign a consent form. Please retain a copy of this sheet for your records.