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| **ARENA template: Participant Information Sheet and Consent Form** * *This template is to assist ARENA researchers in the development of a Participant Information Sheet and Consent Form. It is important that you adapt this template to suit the audience and nature of the research.*
* *Use plain language that is easily understandable by the participants; avoid scientific terminology and abbreviations; use simplified terms*
* *It may be necessary to draft more than one information sheet if your project involves different types of participation*
* *Make a concise and simple document of 1-2 pages using the below format and headings, to encourage participants to read it in full*
* *For further details on the information to be provided when collecting personal data, see Art. 13 EU GDPR:* [*https://gdpr-info.eu/art-13-gdpr/*](https://gdpr-info.eu/art-13-gdpr/)
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## Participant Information Sheet

**Participation in research study on …**

* *Heading: Add title of research project and type of participation*
* *Invitation paragraph: Brief introduction with information on why the research is being done and what it will involve*

You are invited to take part in a study on [x].

Please take time to read the following information carefully and discuss it with others if you wish. Please contact the lead investigator for any questions or further information. Take time to decide whether or not you wish to take part.

**Purpose of the study**

* *Briefly explain the purpose of the research project*
* *When will the study be completed?*

Text: Background and aim of the study, expected completion…

If you agree to take part in this study, you will be asked to sign the Consent Form on the last page of this document. You will be given a copy of both the Participant Information Sheet and the Consent Form to keep.

**Why have I been chosen?**

* *Explain why the person has been invited to participate: define the population, sampling method used (random/purposive sampling), recruitment procedure (actors identified through documentary analysis/process-tracing), etc.*

Text here…

**Do I have to take part?**

The participation in this study is voluntary. You don’t have to give a reason if you don’t want to take part. If you do want to take part now, but change your mind later, you can pull out of the study at any time without experiencing any disadvantage.

**How and when will the data be collected?**

* *Give the details of the interview setting(s) (place, city, country, date, time)*
* *Explain what kind of data will be collected, the time involved in participation, the number of questionnaires/surveys/interview – explain procedures on a step-by-step basis*
* *Inform the participants if the study involves sensitive questions (i.e. political opinion)*
* *If relevant, explain how a focus group will be moderated to ensure that participants can express their views in a free and equal manner, without pressure or abuse*
* *If translation or moderation is involved, explain this*
* *If a certain code of conduct is expected, explain this*

Text here…

**Recording, storage and deletion of data**

* *Make clear if the interview will be video/audio taped, and/or notes taken*
* *Explain how the files/notes will be used in the research study; i.e. full transcription and the purpose of this (Will full transcripts be made available for other researchers after the end of the study? Will written summaries or audio/video files be made available?)*
* *Explain if the data will be pseudonymised (de-identified, but researcher can match data with individuals) or anonymised (no longer possible to identify individuals in the data set, even by the lead investigator)? How will you guarantee this?*
* *Explain processes to guarantee confidentiality*
* *For how long will the data be stored? If this cannot be determined, explain the procedure for deletion and criteria used to determine the period.*
* *Explain if the data will be retained for possible future use, who will be responsible for their secure storage and how they will be destroyed*
* *Make sure to comply with the EU GDPR for the handling of personal data, see:* [*https://www.uio.no/english/for-employees/unitpages/sv/arena/news/2019/gdpr-personal-data.html*](https://www.uio.no/english/for-employees/unitpages/sv/arena/news/2019/gdpr-personal-data.html)
	+ *Personal data: explain participants’ rights to access, rectification and erasure, new consent asked if data used for other purpose, etc.*
	+ *Anonymous data: you only have to inform about how the data is handled before anonymisation, and how/when original files will be destroyed*
	+ *Pseudonymous data: Relaxed GDPR standards apply*

Text here…

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

* *Explain the study’s expected contribution to knowledge and its benefits to society*
* *Mention any other benefits that can reasonably be expected*
* *Description of any reasonably foreseeable discomforts, disadvantages and risks, and how these will be handled (the section could be deleted)*

Text here…

**What are my rights?**

* *Add compensation details (if any)*
* *Inform about the right to appeal to the national data protection authority of the country where the lead investigator is based and will process/store the data*

You have the right to withdraw your consent at any time. You have the right to request access to and rectification or erasure of information about yourself obtained via this study. You will not own any intellectual property that may arise from any future research.

Any complaints can be addressed to University of Oslo’s data protection officer or to the Norwegian Data Protection Authority.

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

* *Explain if results will generally be presented at aggregated/group level in scientific publications, or anonymous person as representative of an institution*
* *If any individual data occur (i.e. direct citations), the data will be anonymised and readers will not have any possibility to identify the source*
* *Describe what will happen to the research results, when they are likely to be published, and where participants can obtain copies of the published results*

**Who pays for the study?**

* *Give funding details of the project, if any*

Example: The data is collected as part of a PhD project of the international research project *The Post-Crisis Legitimacy of the European Union* (PLATO), which has received funding from the European Union’s Framework Programme for Research and Innovation Horizon 2020, under the Marie Skłodowska-Curie Grant Agreement No. 722581 (2017-2020).

**Who do I contact for more information or concerns?**

Lead investigator: NAME OF RESEARCHER

TITLE (i.e. Research Professor, PhD researcher)

ARENA Centre for European Studies, University of Oslo, Norway

C0ntact: EMAIL OF RESEARCHER

 PHONE OF RESEARCHER

Data protection officer: personvernombudet@uio.no

 University of Oslo

* *Note that UiO’s data protection officer can be contacted by individuals who have questions about the UiO processing of personal information and about how they can fulfil their rights under the privacy policy.*

## Informed Consent Form

**Please indicate your consent to the following**

* *Could be much simpler than he below; add/specify/delete items as appropriate*

|  |  |  |
| --- | --- | --- |
| I have read and understand the Participant Information Sheet  | Yes 🞏 | No 🞏 |
| I have been given sufficient time to consider whether or not to participate in this study | Yes 🞏 | No 🞏 |
| I have had the opportunity to ask questions and understand the study | Yes 🞏 | No 🞏 |
| I am satisfied with the answers I have been given regarding the study and I have a copy of this consent form and information sheet | Yes 🞏 | No 🞏 |
| I understand that taking part in this study is voluntary and that I may withdraw from the study at any time  | Yes 🞏 | No 🞏 |
| I consent to the research staff collecting and processing the statements I make/information I give during interviews | Yes 🞏 | No 🞏 |
| If I decide to withdraw from the study, I agree that the information collected about me up to the point when I withdraw may continue to be processed | Yes 🞏 | No 🞏 |
| I understand that my participation in this study is confidential and that no material, which could identify me personally, will be used in any reports on this study. | Yes 🞏 | No 🞏 |
| I know who to contact if I have any questions about the study in general | Yes 🞏 | No 🞏 |
| I understand my responsibilities as a study participant | Yes 🞏 | No 🞏 |
| I wish to receive a summary of the results from the study | Yes 🞏 | No 🞏 |

**Declaration by participant**

I hereby consent to take part in this study.

|  |
| --- |
| Participant’s name: |
| Signature: | Date: |