# Title: Full title of research study

## CHESREC Ethics Review Reference Number: [insert]

### Why is this research being conducted?

### Briefly summarise the background, purpose and aims of the research.

### Why have I been asked to take part?

### You have been invited because [e.g. include age range and inclusion/exclusion criteria]

### Do I have to take part?

### No. You can ask questions about the research before deciding whether or not to take part. If you do agree to take part, you may withdraw yourself from the study at any time, without giving a reason, and without negative consequences, by advising me/us of this decision. The deadline by which you can withdraw any information you have contributed to the research is [insert deadline before publication/submission of thesis]. [Please address what will happen to the data collected until the point of withdrawal.]

### What will happen to me if I take part in the research?

### [This section details what will be involved in your research from a participant’s point of view, and in the order they will experience it. If there are multiple study visits, describe them in turn. As a minimum you should include:]

If you are happy to take part in the research, you will be interviewed/you will be asked to attend a single/multiple visit(s) [*delete as appropriate*] at [add anticipated location]. The interview/session should take approximately ( minutes/ hours).

[If applicable:] With your consent, I/we would like to audio record you / video record you / take photographs of you [*delete as appropriate*] because…[give reasons why this is necessary here, e.g. for audio recording: so I/we can have an accurate record of your thoughts]

If you are still happy to take part, I/we will ask you to sign a consent form.

*[Give details of any follow-up visits, with duration and frequencies].*

### Are there any potential risks in taking part?

### The following risks are involved in taking part….[address any risks to participants, e.g. breach of confidentiality, safety issues etc.]

### To reduce any potential risks, [say what you will do, including that personal data will be pseudonymised or anonymised as appropriate].

### Are there any benefits in taking part?

There will be no direct or personal benefit to you from taking part in this research **OR** The benefits of taking part are (…describe any direct or indirect benefits).

### Incentives and payments (optional)

### There will be no payment for taking part in this study. **OR** You will receive [x amount/voucher/gift] for [participation/reasonable travel costs].

### What happens to the data I provide?

### The information you provide during the study is the **research data**. Any research data from which you can be identified (please list here the personal data you are collecting from participants, e.g. name, date of birth, audio recording etc.) is known as **personal data**.

### **Personal / sensitive data** will be stored [insert location, security measures such as encryption of electronic storage devices and how long the data collected will be stored for - normally personal data will only be retained as long as is needed to conduct the research, please identify any exceptions]. **Research data** (including consent forms) will be stored for at least [3 years is standard] years after publication or public release of the work of the research.

### The [researcher and/or e.g. research team, supervisor, collaborator / translator / transcriber/other authorised personnel…] will have access to the research data. Responsible members of the University of Cambridge may be given access to data for monitoring and/or audit of the research.

### Will the research be published?

The research may be published in [e.g. academic publications, websites, internal reports].

### Who is funding the research?

[If relevant, provide details of the organisation funding the research]

### Who has reviewed this study?

This study has been reviewed by the Cambridge Higher Education Research Ethics Committee (CHESREC) Reference Number xx

### Who do I contact if I have a concern?

If you have a concern about any aspect of this study, please contact the Cambridge Higher Education Research Ethics Committee (CHESREC): (chesrec@cctl.cam.ac.uk) who will do their best to answer your query. If you remain unhappy or wish to make a formal complaint, please contact the Research Integrity office of the University of Cambridge: (researchintegrity@admin.cam.ac.uk).

### Data protection

Information about your rights with respect to your personal data can be found here:

### Further information and contact details

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

[Insert Primary Researcher Name]

[Insert Cambridge Institutional Affiliation]

[Insert University Address]

Cambridge University tel: [Insert Number]

Cambridge University email: [insert address]

Other researchers’ names, institutional affiliation and email addresses.