The template below contains examples of the main points the information sheet should include. Instructions are *italicised*, procedure-specific and example wording isn’t. Remember to delete the advisory text and change the footer to be specific to your study.

\*\*\*Please tailor the information sheet to the participant group (e.g. literacy level) and simplify if needed. Note that you should aim for a reading age of 12 for an adult information sheet\*\*\*

# [Study Title - this may need to be a shorter, lay version]

## PARTICIPANT INFORMATION SHEET

Central University Research Ethics Committee Approval Reference: [Insert]

You are being invited to take part in a research study. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part.

### Why is this research being conducted?

*State the background, purpose and aims of the research. Remember to be brief and don’t use overly complicated language that a* [*lay person*](https://researchsupport.admin.ox.ac.uk/files/writingforparticipantspdf) *wouldn’t understand. Consider what a potential participant would want to know.*

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

*Explain how they have been identified as a potential participant and mention any inclusion or exclusion criteria, including age range. You should explain how the participant was chosen and say how many other participants will be recruited.*

### Do I have to take part?

*It is important that participants understand that they have a choice about whether they take part. For example, you could say:*

No. It is up to you to decide if you want to take part in this research. You can withdraw yourself from the research, without giving a reason, [and without negative consequences – *include if appropriate*], by advising me/ us of this decision. [*If applicable -* The deadline by which you can withdraw any information you have contributed to the research is [*insert deadline before publication/ submission of thesis*]. [*Please explain what will happen to any data that has already been collected if they decide to withdraw*.]

### What will happen next if I take part?

*This section should explain what will be involved in your research from a participant’s point of view, and in the order they will experience it. This should include:*

* *where the research will take place, including any information as to what to expect on arrival if a physical visit is planned;*
* *how consent will be taken;*
* *how long the participant will be involved in the research;*
* *what the activity/ activities will involve – If any unusual equipment is going to be used it may be helpful to include a picture;*
* *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 our conversation];*
* *how long the research will last (if this is different);*
* *how often they will need to participate and for how long each time;*
* *that participants can ask to pause or stop the research activities at any time;*
* *For longer sessions explain that they will be offered regular breaks. If there are multiple activities/ sessions, describe them in turn, using a new paragraph/ section for each;*
* *if any follow-up sessions will be necessary, stating duration and frequencies – if it’s complicated, it may be easier to include a timeline or a diagram to explain*

*If you are going to request copies of existing structural MRIs from OCMR or WIN then include a statement similar to the following:*

If you have previously taken part in a neuroimaging study in Oxford (at the OCMR or WIN centres) then there may be a structural scan of your brain on record. To prevent you having unnecessary repeat scans, we would like to reuse these scans if possible. With your permission, we will contact the designated database person at OCMR and/or WIN and give them your name and date of birth so they can check whether they have a suitable brain scan for you that we may use. If a suitable scan exists, the researcher from your previous study will release an anonymised copy of your scan to us, and they will keep a copy of the consent form from this study in their locked cabinets. Your personal details will not be shared with anyone else. Sometimes, even if you have taken part in a previous neuroimaging study, the scan they have on record may not be usable by us and we will need to collect a new scan for you, this may be because different scan settings were used.]

### How does MEG work?

MEG is a silent, non-invasive brain imaging technique that measures the magnetic fields produced by nerve cells.

The MEG system contains very sensitive detectors arranged around a helmet shaped hollow. Brain activity is measured from a participant as they [sit/lie] with their head inside this hollow. Because the magnetic signals produced by brain activity are tiny compared to those produced by the earth and electrical equipment, the scanner is in a specially built room that keeps out magnetic fields from the environment.

MEG does not generate any magnetic fields and does not involve any ionising radiation. There are no known risks associated with MEG.

MEG is a very sensitive technique and measurements can be affected by metal in the room. Participants will be asked to remove metallic objects that they are carrying or wearing, for example, jewellery, body piercings, removable dental braces and clothing with metal parts.

Participants who wear glasses should inform the researcher in advance and they may be given special non-metallic glasses to wear.

Participants with metal in their body (e.g. plates, dental work, pacemakers) should discuss this with the researcher in advance. In some cases it may not be possible to scan the participant.

Before the MEG scan, the researcher attaches sensors to the participant’s wrists to measure their heartbeat and around their eyes to measure eye movements. [INCLUDE IF NEEDED - Some sensors are also attached to the participant's arms, hands, or fingers to measure muscle activity]. The researcher also places small coils on the participant’s forehead and above their ears to record their head position in the scanner.

Participants can ask the researcher to stop at any time.

### Your brain health

If you *think* you may have an undiagnosed medical condition affecting your brain then you should consult your GP. You should not take part in this research and you do not need to give a reason to the researcher.

If you *know* you have a medical condition affecting your brain then you should either not take part in this research (you do not have to give a reason to the researcher), or, if you feel comfortable doing so, you can inform the researcher of your condition to check whether you are eligible to take part.

MEG/EEG research scans at OHBA are not appropriate for diagnostic purposes and researchers at OHBA are not trained to detect abnormal neural activity. You should consult your GP if you have any concerns about symptoms.

### What are the possible disadvantages and risks in taking part?

*Any reasonably foreseeable discomforts, disadvantages and risks, other than those due to MEG, need to be stated. Explain how these risks will be addressed. It is important that participants understand how identifiable they will be from the data and from the research outputs.*

### Are there any benefits in taking part?

*Any benefits to the participants that can reasonably be expected should be stated. However, where there is no intended benefit to the participant from taking part in the research this should be explained. It is important not to exaggerate the possible benefits to the particular participant during the course of the research, this could be seen as coercive. Note that reimbursement should be mentioned in the* [*following section*](#_[Optional_–_this) *rather than here.*

*For example you could say:* While there are no immediate benefits for those people participating, it is hoped that this research will lead to…

*Or* There will be no direct or personal benefit to you from taking part in this research.

### What information will be collected and why is the collection of this information relevant for achieving the research objectives?

*To enable participants to make an informed decision about taking part it is important they understand what information will be collected and why, and how this information will be used. The amount of detail will depend on the nature of the project; think through what would be appropriate for your participants.*

*Clearly list all types of data that will be collected from participants (as described on your ethics application form), where it will be stored, and how long for. Explain why this data is needed and how it will be used. Specify any* [*special category data*](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#S) *that is to be collected.*

The researcher [*and/ or research team, supervisor, collaborator/ translator/ transcriber/ other authorised personnel*…] will have access to the research data.

Identifiable data (including consent forms) will be stored [*insert location,* [*security measures*](https://researchsupport.admin.ox.ac.uk/files/bpg09datacollectionandmanagementpdf) *and explain how long the data collected will be stored*]. Other research data will be stored for [**x**] years after publication or public release of the work of the research. *Mention if personal details need to be shared (and with whom) in order for participants to receive payments/ vouchers, if applicable.*

*If applicable*: Research data may be transferred to, and stored at, a destination outside the UK and the European Economic Area. [*If applicable* – Identifiable data will be removed whenever possible and any data transfer will be done securely and with a similar level of data protection as required under UK law.]

*If applicable*: I/ We would like to use this data in future studies, and to share this with other researchers (e.g. in online databases). *Explain how identifiable participants will be from this data. It is important that you use language that participants understand when explaining how identifiable they will be from the data. It can be difficult/ impossible to anonymise data, particularly qualitative data, and participants may not understand terms like pseudonymisation.*

*Insert if applicable:* If WIN and/or OCMR already have a structural MRI for you, then your name and date of birth may be shared with the designated database person at each of these centres, and the researcher from the study you previously took part in. Your personal details will not be shared with anyone else and they will ensure any personal data is stored securely and deleted once not needed.

### Will the research be published? Could I be identified from any publications or other research outputs?

The findings from the research will/may be written up [*please describe - e.g. in a thesis, dissertation, academic publications, conference presentations, a report commissioned by an external organisation, websites, videos etc.*] *Explain whether it will be possible for participants to be identifiable from the outputs and clarify whether they have a choice about this.*

*If applicable*: I/ We would like your permission to use direct quotations [*and for your name to be attributed to these/ but without identifying you*] in any research outputs.

*NB: For doctoral students or other qualifications where a thesis or dissertation needs to be deposited in the* [*Oxford University Research Archive*](https://ora.ox.ac.uk/deposit)*, include the following*: A copy of my thesis/ dissertation will be deposited both in print and online in the [Oxford University Research Archive](https://www.bodleian.ox.ac.uk/finding-resources/theses/theses) where [it will be publicly available to facilitate its use in future research/ its access will be restricted].

### Data Protection

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the research.

The University will process your personal data for the purpose of the research outlined above. Research is a task that we perform in the public interest.

Further information about your rights with respect to your personal data is available from <https://compliance.web.ox.ac.uk/individual-rights>.

### Expenses and payments

**Either**: You will receive [*x amount/ voucher/ gift*] for [*participation/ reasonable travel costs/ meals/ childcare*] **or**: There will be no payment for taking part in this research.

### Who has reviewed this research?

This research has received ethics approval from a subcommittee of the University of Oxford Central University Research Ethics Committee. (Ethics reference: xxxxx).

*Include details of any other reviews, e.g. from another UK University, or a local ethics committee if the research is taking place overseas.*

### Who is organising and funding the research?

*Give details of the organiser (named researcher at Oxford University) and funder.*

### Who do I contact if I have a concern about the research, or I wish to complain?

If you have a concern about any aspect of this research, please contact *[insert primary researcher name and University tel. no./ ox.ac.uk email address*] or [*insert supervisor name and University tel. no./ ox.ac.uk email address*], and we will do our best to answer your query. We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the University of Oxford Research Governance, Ethics & Assurance (RGEA) team at rgea.complaints@admin.ox.ac.uk or on 01865 616480.

### Further Information and Contact Details

*You should give the participant a contact point for further information. This can be your name, address and telephone number or that of another researcher in the team. If this is a supervised-student project, the student and supervisor should discuss whether to include the student’s contact details as well as those of the student’s supervisor. The use of personal phone numbers should be avoided. Email addresses should be provided by the University (ending in ox.ac.uk).*

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

[*Insert the name of the primary researcher*]
[*Insert the name of the Department*]
[*Insert the postal address*]
University tel: [*insert number*]
University email: [*insert address*]