# M C I eth ic s A s s es s m en t - template .

## TEMPLATE PARTICIPANT INFORMATION SHEET – to be provided to research participants

**TEMPLATE CONSENT FORM – to be signed / accepted by research participants**

PLEASE NOTE: These documents are templates with texts that serve as examples. All passages have to be **adjusted** to suit the particular research project for which the informed consent is being requested.

**Please read all passages carefully and modify the text to suit your particular research process and requirements.**

# mci ethics assessment

**Participant information sheet .**

**TO B E PR O VI DE D TO STUD Y PARTI CI P ANTS**

## Title of research project:

## *[Insert title of research project here]*

## Invitation paragraph:

## My name is *[insert name]* and I am a *[insert academic level master/bachelor/Ph.D.]* student studying in the *[insert department]* at MCI | The Entrepreneurial School®. I would like to invite you to take part in a research project on *[insert project title].*

## Before you decide if you wish to take part you need to understand why the research is being done and what it would involve for you. Please take time to read the following information carefully. Talk to others about the research project if you wish. Ask me if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

## What is the aim of this research project?

*[Insert a brief paragraph about the overall aims of the research project.]*

This research project aims to explore …

I intend to investigate / understand…

The results will inform …

The outcomes will serve as …

## Why have you been asked to take part?

*[Insert a few lines explaining why this participant has been approached]*

We have approached you because …

We would like to gather information from you and other people like you to help us understand…

We would be very grateful if you agreed to take part in this research project…

## What will you have to do if you agree to take part?

*[Explain what you ask the person to commit to].*

If you decide to take part, this would involve …

You will be provided with a copy of the core questions at the time of the interview…

The interview will be audio-recorded / video recorded …

***For Focus Groups***

*In focus groups, the individual participants cannot be kept anonymous from the others and thus complete confidentiality cannot be guaranteed. However, by agreeing to participate in the focus group, participants commit not to disclose what is said in the focus group to others outside the group.*

## How much of your time will your participation involve?

*[Insert here an estimate of the time commitment required]*

## What if you do not want to take part, or if you change your mind?

## *[Insert here an explanation of voluntary participation and the rights of the participant]*

Participation in the research project is entirely voluntary. If you do not wish to take part then that is not a problem. If you change your mind after initially agreeing to take part, and to withdraw from the research project that is fine, please let me know as soon as you reach this decision. If you wish to stop part way through the interview, that is also no problem, just let the interviewer know and the interview will stop, and your data will not be used in the research project.

You might decide after the interview that you are no longer happy for your information to be used. If you decide to withdraw after the research project, and contact the researcher within *[insert duration, e.g. two weeks]* of the interview, your data will be destroyed and not used. After this point, the research analysis of the data will have commenced, and your data will remain in the research project.

Deciding not to take part, changing your mind or withdrawing from the research project will not involve a penalty of any kind, there will be no disadvantages for you.

## What are the advantages and / or disadvantages of taking part?

*[Insert a brief paragraph about possible advantages or disadvantages. Some examples are given below but ensure you modify these to suit your particular research project]*

## *Examples of advantages:*

## *Participating in an interview can provide the opportunity to explore an issue in depth with the researcher. You will be asked to share your perspectives and experiences and contribute to creating new knowledge.*

## *You will be able to put forward your own point of view, and your voice will be heard as an important aspect of the research project*

## *You will have the opportunity to gain access to the research outcomes when completed.*

## *Examples of disadvantages:*

## *Participating in an interview will require some time and effort on your part.*

## *You may be asked about sensitive or personal topics, which may be emotionally taxing for you.*

## How will your information be stored and who will have access to it?

## *[Explain how you will store, manage and keep the participant’s data safe]*

All raw data and personal information collected from you will be stored in a password-protected computer and will only be accessible to the researcher and their supervisor / the research team If conducted online, the interview will be recorded using a video-conferencing software *[insert name of software]*. The recording will be downloaded to a hard drive immediately after the interview and deleted from the video-conferencing platform. If conducted face-to-face, the interview will be recorded on the researcher’s mobile phone, with the sound file downloaded to a hard drive immediately after the interview and deleted from the phone.

The data will be anonymised during transcription and audio/video files will be deleted after having been transcribed. Transcriptions will not be stored with any names or other identifying information. The transcripts will be accessible to the researcher, their supervisor, and other MCI staff responsible for evaluating the research project and/or managing the data. If, for any reason, you would like a copy of the transcription of your interview, you can request this by contacting the researcher(s).

All information generated by the project will be stored in line with the requirements of the General Data Protection Regulation (GDPR) and MCI’s Research Ethics Committee requirements. Any publications or presentations arising from this project will not identify you by name, with pseudonyms being used instead.

## What happens now?

## *[Tell participants what they have to do if they are happy to take part]*

Please ensure you have read this sheet fully and are sure you understand all parts of the research project. If you have no remaining questions and are happy to take part, please fill in the attached consent form and send it back to me. I will then get in touch to schedule the interview.

1. **Who can you contact if you have questions about the project?**

**Student/Researcher**

Name:

Tel.:

eMail address: name@mci4me.at

**Supervisor**

Name:

Tel.:

eMail address: name@mci.edu

**M C I eth ic s A sse s sm e n t**

**C o ns e nt f o rm .**

**TO BE SI GNED/ ACCE PT ED B Y RESEARCH PAR TI C I PAN TS**

| Please read and then tick each box  | Tick Box |
| --- | --- |
| 1. I confirm that I have read and understood the participant information sheet for the above research project. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.
 | 🞎 |
| 1. I understand that my participation is voluntary and that I am free to withdraw at any time during my participation in this research project and within *[insert time, e.g. two weeks]* after I took part in the research project, without giving any reason. If I withdraw within *[insert time, e.g. two weeks]* of taking part in the research project, my data will be removed.
 | 🞎 |
| 1. I understand that any information given by me may be used in future reports, academic articles, publications or presentations by the researcher/s, but my personal information will not be included, and I will not be identifiable.
 | 🞎 |
| 1. I understand that my name/any information that can identify me will not appear in any reports, articles or presentation without my consent.
 | 🞎 |
| 1. I understand that the data from any interviews that are audio-recorded and/or transcribed, will be protected on password-protected devices and kept secure.
 | 🞎 |
| 1. I understand that I can make subsequent contact with the researcher if I wish to obtain a copy of any publications derived from the research.
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| 1. I understand that data will be kept safe according to MCI guidelines.
 | 🞎 |
| 1. I consent to the anonymized data being used in potential future research projects (optional)
 | 🞎 |

Name of Participant………………………………………………….

Date…………………………………

Signature………………………………………………………………….