**Welcome to the [**INSERT APPROPRIATE TEXT**] survey!**

You are being invited to take part in a research study on [INSERT APPROPRIATE TEXT].

This research is being led by [INSERT APPROPRIATE TEXT]. Before you decide to take part, it is important that you understand why the research is being conducted and what it will involve. Please take time to read the following information carefully.

**What is the purpose of this research?**The aim of this study is [INSERT APPROPRIATE TEXT].

**Why have I been invited to take part and what does my participation involve?**You have been invited to take part because [INSERT APPROPRIATE TEXT]. You are asked to complete an online questionnaire. It will take an average of [INSERT APPROPRIATE TEXT] minutes to complete the questionnaire.

**Do I need to take part?**No – it is entirely up to you. Your participation in this study is entirely voluntary. If you wish to withdraw from this study whilst completing the survey, you can do so at any time, and by just exiting the online questionnaire (close the window). [Due to the method of data collection, following submission of the questionnaire it will not be possible to withdraw your data from the study which are already collected because we will not be able to identify your responses.] OR [INSERT APPROPRIATE TEXT FOR SURVEYS WHICH ARE NOT ANONYMOUS]. Deciding not to take part or withdrawing from the study whilst completing it will not affect your [employment, medical rights, etc] in any way.

**Are there any risks or disadvantages associated with taking part?**Given that the data are [INSERT APPROPRIATE TEXT] there is a small risk of identifiability/there is minimal risk of identifiability. To mitigate this risk no statistical reporting of small numbers will take place and access to the data is limited to the [researcher/research team members] only (please see below how the data are managed). Furthermore, all questions are voluntary and you can choose which questions to answer. We will only use the sections that you do complete [OR INSERT APPROPRIATE ALTERNATIVE TEXT].

**What are the potential benefits of taking part in the research?** [There are no direct benefits but the findings will [INSERT RELEVANT TEXT]] OR [The project findings may benefit you directly by [INSERT APPROPRIATE TEXT]].

**Will my taking part be kept confidential?** Your data will be processed in accordance with Data Protection Law, and the data is collected under public task. All information collected about you will be kept strictly confidential. The research data (questionnaire responses) will be downloaded from [eg, Qualtrics], anonymised and stored on secure University cloud storage for [INSERT APPROPRIATE TEXT] years. [INSERT APPROPRIATE TEXT] is funding this study. [INSERT APPROPRIATE TEXT] will be using information from you in order to undertake this study and will act as the data controller for this study. This means [we/I] [are/am] responsible for looking after your information and using it properly. For general information about how we use your data go to the Privacy Notice ([Privacy notice for research participants | The University of Edinburgh](https://www.ed.ac.uk/data-protection/privacy-notice-research)).

**What are your choices about how your information is used?** You can stop being part of the study at any time whilst completing the survey, without giving a reason, but we will keep information about you that we already have [OR INSERT APPROPRIATE TEXT].

**What will happen to the information collected and the results of the study?**The data collected will [INSERT APPROPRIATE TEXT], and the anonymised summarized findings will be [INSERT APPROPRIATE TEXT] in order to [INSERT APPROPRIATE TEXT]. Please note that you will NOT be identifiable in any of these findings. The results of the study may also be published in scientific journals and/or presented at research conferences and/or used in the final version of my [INSERT APPROPRIATE TEXT] dissertation/thesis. You will not be identifiable from any published results. With your consent, the anonymous data may also be pooled with data collected in the future, and used in subsequent ethically approved projects. A summary of the findings from the study will be made available to participants via [INSERT APPROPRIATE TEXT].

**Who has approved this study?**This study has been subject to research ethics review in the School of Literatures, Languages and Cultures, and received a favourable opinion.

**Who can I contact?**If you have any further questions about the study prior to participating, then please contact the lead researcher [INSERT APPROPRIATE TEXT]. If you would like to discuss this study with someone independent of the study, or make a complaint about the study then please contact [INSERT APPROPRIATE TEXT].

You can get this information on tape, in Braille, large print and various computer formats if you ask us. Please contact [me/us – DELETE AS APPROPRIATE] via email [INSERT EMAIL ADDRESS] and quote reference [INSERT REFERENCE]. For general information about how we use your data go to: [Privacy notice for research participants | The University of Edinburgh](https://www.ed.ac.uk/data-protection/privacy-notice-research).

In order to complete the questionnaire, please indicate that you provide informed consent for participation by indicating 'Yes'. If you do not consent to participate, then please simply close the questionnaire.

* I confirm that I have read and understood the information provided above about this study.
* I have been given the opportunity to consider the information provided, ask questions, and have had these questions answered to my satisfaction.
* I understand that my participation is entirely voluntary, and that I can withdraw at any time just by exiting the questionnaire, without giving a reason and without my employment or legal rights being affected.
* I understand that my anonymised data will be stored securely for a period of [INSERT APPROPRIATE TEXT] years.
* I understand that my anonymised data may also be pooled with data collected in the future, and used in subsequent ethically approved projects. [DELETE IF NOT RELEVANT]
* I understand that if I complete and submit the questionnaire, I cannot have my responses removed at a later date.
* I agree to take part in the above study.
* Yes, I agree with the above statement
* No, I do not agree and wish to exit the survey