*>University / school / institute<*

*>Research institute logo<*

*>Name of project leader<*

*>University logo<*

Contact for any queries:

*>Name of contact, e.g. project team member <*

Phone: *>Contact’s phone number<*

**Participant Information Sheet**

***>University / school / institute<***

**Title of the study: *>Title<***

Welcome to our study on “*>Title of the study<*”. Thank you for your interest in this study.

The purpose of this study is to investigate whether >*etc*.<.

**Study procedure**

The following examination involves >*information on duration and breaks<.* In total, the examination will last >*xx*< hours.

Your task is to >*etc*.<.

>*Describe here what the participants will be asked to do*<.

>*Additional information, e.g. will they need to wear earplugs or headphones, instructions, intercom, rating scales, reaction boxes, etc.*<.

*>Information on the type of personal data collected<.*

If you have any questions, please speak to your contact.

**Voluntary participation and anonymity**

Participation in the study is voluntary. You are free to withdraw from this study at any time, without giving a reason and without any resulting detriment. Even if you withdraw from the study before it is completed, you will still be entitled to the *appropriate remuneration* / *test person hours* for the hours you participated in the study.

The above data and personal communication collected as part of this study will be kept confidential. Therefore, project staff who have access to your personal data as a result of direct contact with you are bound by professional secrecy. In addition, the results of the study will be published anonymously, i.e. it will not be possible to identify you from the data.

**Data protection**

***The code list option:*** *Your above-mentioned personal data will be collected and processed at >name of institute< under a pseudonym, i.e. using a number and without mentioning your name. There is a printout of a code list that can be used to link your name to this number. This code list is only available to the project team member and the project leader, i.e. only they can link the data collected to your name. The code list will be kept in a locked cabinet and destroyed after data collection. Your data will then be anonymised. It will then no longer be possible for anyone to link the data collected to your name. The anonymised data will be kept for a maximum of >x< years. As long as the code list has not been destroyed, you can ask us to delete all data collected about you. However, once the code list has been destroyed, we will no longer be able to identify your data set. Therefore, we can only comply with your request to delete your data for as long as the code list exists.*

***The “Personal code word” option:*** *The above-mentioned personal data is collected completely anonymously, i.e. at no point will you be asked to give your name. Your answers and results will be recorded using a personal code word that you create according to a set of rules and that only you know. This means that no one can link your data to your name. The anonymised data will be kept for a maximum of >x< years. However, if you wish, you can ask us at any time to delete the data collected about you. You do not need to tell us your name to do this, just your code word. To create your code word, you will receive instructions on “How to create your personal code word”. Please keep this document in a safe place as you will need it if you wish to delete your data at a later date.*

**Retention period for anonymised data**

***The option without open access documentation:*** *The retention period for fully anonymised data is a maximum of >x< years after data analysis or a maximum of >x< years after publication of a paper on this study.*

***The option with open access documentation:*** *The fully anonymised data will be made publicly accessible via the <Name of online repository> internet database. This process ensures good research practice. It means that other researchers can, for example, refer to the analysis or test an alternative analysis.*

**Remuneration**

***The cash payment option:*** *You will be paid € xx per hour for participating in the study. You will be paid in cash. If you receive the payment in cash, we will note your name / you will sign a receipt with your name (and address) on it. We need this information, which will be kept separately from the other data collected about you, for proof in the event of an audit of expenditure. It will be deleted on >date substantiated in the application< at the latest.*

***The bank transfer option:*** *You will be paid € xx per hour for participating in the study. Payment will be made to you by bank transfer. We will need your bank account details. We will keep this information completely separate from the study data and delete it immediately after the transfer.*

***The test person hours option:*** (*You will also have the option of receiving credit for test person hours for the number of hours you participated in the study.) You will be credited with >n< test person hours for participating in this study.*