INFORMATION SHEET TEMPLATE

***Name of the study***

You are invited to participate in a research study that explores xxx. We received your contact information from XX.

After reading this information sheet, you will have the opportunity to ask any questions you may have. You will be separately requested to provide consent for participating in the study.

**Purpose of the research**

The purpose of this study is to explore/collect information about...

**Description of the process**

The study will begin... The study will include... During the study...

The study will include (methods/surveys/workshops etc.). Briefly state here what participating in the study entails (for example, how much time it will take).

Participants will not receive financial compensation (the visits will be cost-free to participants).

**Procedures for collecting research data**

The participants will be interviewed and invited to fill out a questionnaire. In addition, data will be obtained from register X. Describe all the procedures for collecting research data.

**Potential risks and benefits of participation**

You will not receive any direct benefit from participating in the study/You will benefit from participating in the study...The results of this study will be used to...

The procedures and methods used during this study (do not) involve health risks, social risks, financial risks and risks relating to personal data breaches.

**Data confidentiality, processing, and storage**

All personal data collected during the study will be processed in compliance with the EU’s General Data Protection Regulation (GDPR) and the data protection laws of Finland. Briefly describe the processing activities and any data that will be retrieved from existing records/documents and combined with information provided by your participants (provide more details in the privacy notice). If codes will be used to identify data about individual participants, identify the person or persons who will have access to the codes. Data about individual participants will not be disclosed to external persons.

Indicate whether the research data will be utilised in other contexts (such as during international collaboration projects, etc.) The data used during the study will be obtained...

**Protecting the privacy of participants in research papers/publications**

The research materials and data collected during the study will be retained by Tampere University of Applied Sciences for XX years, after which they will be securely destroyed. State whether anonymised research data will be made openly accessible either partially or entirely (for example, Finnish Social Science Data Archive FSD). Describe how data will be anonymised.

**Funding sources**

List sponsors such as the Academy of Finland, Business Finland, the European Social Fund.

**Voluntary participation**

Participation in this study is entirely voluntary, and you have the right to withdraw from the study at any time either permanently or for a temporary period. Refusal to participate or discontinuing participation at any time will not affect any treatment you may later receive (if the study takes place in a clinic, you should state so in this information sheet). If the potential research participants are under the age of 15, state that participation in the study is voluntary regardless of parental consent.

You should also mention that data collected about the participant up to the point of withdrawal will remain in the study database and may not be removed.

**Insurance coverage and compensation**

Tampere University of Applied Sciences’s insurance policy xxx and xxx (specify any other insurance coverage) covers any personal injuries and property damage incurred in the course of this study.

**Privacy protection in the context of research papers and communicating about the study**

Describe how the privacy/anonymity of participants will be protected when drawing up research papers.

Participants will receive a summary of the findings after the study has been completed. The results will be reported...

**Use of data for non-research/later research purposes**

If interviews, video content etc. will be used for non-research purposes, you must inform participants thereof and ask for their consent.

You must also indicate whether the research data may be used for other research purposes in the future.

**Inquiries**

Please direct all inquiries about the study to XX and ZZ.

**Researchers’ contact details**

Name

Unit

Phone number, email address