**Participant Information Sheet Guidance**

The Information Sheet for participants **should include:**

* a brief description of the project, in a form that can be understood by participants;
* the use or potential benefits of the study;
* whether the GPs of the participants will be contacted to confirm their suitability for   
  the study, (a copy of the proposed **letter to the GP** should be included in the   
   submission). **N.B.** It has been agreed with the University’s insurers that the subject’s GP will be contacted regarding their suitability for inclusion in a drug trial where there is no sponsoring pharmaceutical company, and for any other clinical trials where the subject’s health and medical record is relevant. (If applicable).
* the obligations and commitments of the participant during the study;
* the rights of the participant - the right to withdraw from the study without having to give a reason and confidentiality of all identifiable information and data;
* any expenses or payments to be made and any conditions attached to these;
* a short statement providing information on who participants can contact if they have a complaint or concerns about the study. Suggested wording: “Any complaint or concerns about any aspects of the way you have been dealt with during the course of the study will be addressed; please contact [insert name of Supervisor], Supervisor on [insert contact number].