

[Logo]

NAME OF THE INSTITUTION

[name of the unit]

Name and surname of the research participant:

Contact details of the research participant (e-mail and/or telephone number):

Title of research

PARTICIPANT INFORMATION SHEET

Minutes No [xx] of the Institutional Review Board of [date]

1. Why is this research being conducted?

[Please state the purpose and aims of the research]

2. Why have I been invited to take part?

You have been invited because [include age range and /or other inclusion/exclusion criteria].

3. Do I have to take part?

No. You can ask questions about the research before deciding whether or not to take part. If you do agree to take part, you may withdraw yourself from the study, without giving a reason, [and without negative consequences – include if appropriate], by advising me/us of this decision. The deadline by which you can withdraw any information you have contributed to the research is 30 days from participation. [Please address what will happen to the data collected until the point of withdrawal.]

4. What will happen to me if I take part in the research?

[This section details what will be involved in your research from a participant's point of view, and in the order they will experience it. If there are multiple study visits, describe them in turn]

You will be invited to attend [x] sessions at [insert location] /OR You will be asked to complete [x] sessions online

[If applicable:] When you arrive, I/we will talk you through the study procedures and give you the chance to ask any questions. If you are still happy to take part, I/we will ask you to sign an informed consent form / OR give oral consent.

If you are happy to take part in the research, you will be interviewed/you will be asked to attend a single/multiple visit(s) [delete as appropriate] at [add anticipated location].

⁹ The document template provided in this annex was formed on the basis of the document form "Template information sheet" prepared by the University of Oxford, <https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent#collapse281101>. Upon receipt of the authorisation of the University of Oxford, the document was adapted and translated into Lithuanian. The University of Oxford that has given the authorisation shall not be liable for the translation's quality. The authorisation for adaptation and translation into Lithuanian is stored in the Office of the Ombudsperson.

The interview/session should take approximately [xx] minutes/ hours. *[For longer sessions: You will be offered [number] of regular breaks of [xx] min.]* You can also ask to pause or stop the interview at any time.

[Give details of any follow-up visits, with duration and frequencies].

[If applicable:] With your consent, I/we would like to audio record you / video record you / take photographs of you *[delete as appropriate]* because ... *[give reasons why this is necessary here, e.g., for audio recording: so, I/we can have an accurate record of your thoughts. Indicate, where and how the audio records / video records and/or photographs are going to be stored; when and how the audio records / video records and/or photographs are going to be destroyed; what transcription software is going to be used, and other important circumstances specified in GDPR Article 13.]*

5. Are there any potential risks in taking part?

The following risks are involved in taking part ... *[address any risks to research participants and pay attention even to the smallest risk, e.g., breach of confidentiality, etc.]*

To reduce any potential risks, *[say what you will do, including that personal data will be pseudonymised or anonymised¹⁰ as appropriate].*

6. Are there any benefits in taking part?

[Either:] The benefits of taking part are ...

[Or:] There will be no direct or personal benefit to you from taking part in this research.

7. [Optional] Expenses and payments

[Either:] You will receive [x amount/voucher/gift] for *[participation/reasonable travel costs/meals/other]*.

[Or:] There will be no payment for taking part in this study.

8. What happens to the data provided?

The information you provide during the study is the research data. Any research data from which you can be identified *[please list here the personal data you are collecting from research participants, e.g., name, date of birth, audio recording etc.]* is known as personal data.

[If applicable when personal data of special categories are collected:] The data collected for the research are within special categories of personal data, such as your racial or ethnic origin or data concerning health, personal data revealing political views, religious or philosophical beliefs, membership in trade unions, genetic data, data about natural person's sexual life and sexual orientation] *[Please enter here the secrecy mark and types of the data containing commercial secrecy you are collecting].*

Personal / sensitive data will be stored *[insert location, security measures and how long the data collected will be stored]* for *[the terms will depend on the information system selected by the institution / publisher and the procedure established for the data storage place]* /not stored.

Other research data (including consent forms) will be stored for *[enter the data storage period in years and/or conditions that will determine the storage period]* after the end of research/publication of research results.

¹⁰ It is a personal data processing method when certain personal data are replaced by the identifiers, thus, personal data cannot be linked to any particular data subject without using additional information. If necessary, the personal data may be restored with regard to certain data subject.

The research data will be opened *[enter the repository]* and will be available *[enter the target group or write 'everyone']*.

[Research participant] has the right to withdraw the given consent for personal data processing *[enter the deadline for withdrawal of consent for personal data processing]*.

[If applicable:] Your personal data may be transferred to, and stored at, a destination outside the European Union. *[Please inform the research participants about the possibility to transfer their personal data to third countries (including the remote access to personal data), suitable or applied safeguards and the methods, how to receive their copy or where the access to the data is granted.]*.

[The researcher and/or the research team, supervisor, collaborator/translator/other authorised personnel] will have access to the research data. Responsible members of *[name of the institution]* may be given access to data for monitoring and/or audit of the research or if the Office of the Ombudsperson for Academic Ethics and Procedures is investigating an allegation of academic ethics and/or procedures.

[If applicable:] I/We would like your permission to use direct quotes *[and for your name to be attributed to these/anonymously/against a pseudonym]* *[please delete as appropriate]* in any research stage.

[If applicable:] I/We would like your permission to use anonymised data in future studies, and to share data with other researchers (e.g., in online databases). All personal information that could identify you will be removed or changed.

9. Will the research be published?

The research may be published in *[enter the form, e.g., publications, websites, etc.]*.

[Note on online publication of the students' final works (only relevant if you are a student whose work will be deposited in the Lithuanian Academic Electronic Library and/or in the institution's electronic database of master theses, doctoral dissertations, and their summaries/electronic catalogue of Martynas Mažvydas National Library of Lithuania)]:

[Name of the institution] is committed to the dissemination of its research to society, and, in support of this commitment, has established a register of the institution's research that is available on the institution's website *[link]*, while the research material/collected data are available in *[enter the database and its link]*. Holding the archive online gives easy access for researchers to the full text of freely available theses, thereby increasing the likely impact of that research and reducing research waste.

10. *[Where the research is externally funded]:* Who is funding the research?

[Give details of the research funding organisation.]

11. Who do I contact if I have a concern about the study or I wish to complain?

If you have a concern about any aspect of this study, please contact *[insert principal investigator name and University tel. no./e-mail address]* or *[insert supervisor name and University tel. no./e-mail address]*. The decision regarding your query will be made and you will be informed thereof in *[xx]* working days. If you wish to make a formal complaint, please contact the Chair or the Deputy Chair of the Institutional Review Board of *[name of the institution]* who will seek to resolve the matter as soon as possible:

[only for the applications reviewed by the institutions] Chair of the Institutional Review Board; e-mail: *[xx]*; address: *[xx]*.

[only for the applications reviewed by the institutions] Deputy Chair of the Institutional Review Board; e-mail: *[xx]*; address *[xx]*.

12. Data Protection

[Name of the institution] is the data controller *[enter the institution's e-mail address]*, thus your personal data provided for the research will be controlled in the institution *[please enter the mode]*.

[Name of the institution] will process your personal data for the purpose of the research outlined above. The institution's research are carried out for *[entre the purpose of personal data processing]*. *[It should be noted that the purposes of personal data processing have to be clear and concrete so that it would be possible to determine the type of processing and to verify whether the particular purpose does not contradict the requirements of the legal acts. The purposes of personal data processing such as "for research" or "for the benefit of the society" are too abstract and they do not allow evaluating the related scope of the personal data.]*

Further information about your rights with respect to your personal data is available from *[shall be explained by the institution and entered here]*.

Personal data officer; e-mail address: *[xx]*; post address: *[xx]*.

The complaint about personal data processing may be filed to *[e-mail address and post address of the institution's personal data officer]* of *[the institution's name and e-mail address]*, *[e-mail address of the Office of the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania]*, *[e-mail address of the State Data Protection Inspectorate]* and/or *[e-mail address of the Office of the Inspector of Journalist Ethics]*.

13. Further Information and/or Contact Details

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

[Name and surname of the principal investigator]

[Name of the institution]

[Address of the institution]

Researcher's telephone number: *[xx]*

Researcher's e-mail: *[xx]*

Received by

Signature

Date