

This template was given to all That's Me! researchers for them to adapt for their specific research activities. It includes the project's participation information sheet, consent form and debrief, which includes support resources. All forms were included in fieldwork activity requests for approval. We include them here as evidence of good practice and for others to adapt accordingly.

[Activity title]

[Lead researcher]

Birmingham City University

Information for participants

Thank you for considering participating in **[INSERT ACTIVITY TYPE]** which will take place online on **[INSERT DATE]**. This information sheet outlines the purpose of the study and provides a description of your involvement and rights as a participant, if you agree to take part.

1. What is the research about?

Birmingham City University is proud to partner with the University of Wolverhampton to deliver That's Me! Eliminating barriers to postgraduate research study in the West Midlands - a highly prestigious project funded by the UKRI and Office of Students as part of a nationwide programme to [Widen participation in postgraduate research – UKRI](#).

Our project approach aims to explore evidence-bases that relate to the postgraduate researcher (PGR) experience, from recruitment to award, with a specific focus on the experiences of members of our community who identify as global majority. BCU has organised its work into three action research teams that relate to key junctures of the PGR journey, namely Routes-in to study, Routes Through study and Routes Out of study. We want to investigate these areas across our PGR community using a variety of research methods. From this, we aim to develop impactful interventions that holistically improve our culture and community for everyone, and, in particular, our global majority community.

[INSERT ACTIVITY SPECIFIC DETAILS HERE]

2. Do I have to take part?

It is up to you to decide whether to take part. You do not have to take part if you do not want to. If you do decide to take part, we will ask you to sign a consent form which you can sign and return at the beginning of the event.

3. What will my involvement be?

The **[INSERT ACTIVITY TYPE]** are designed to generate conversation in an informal setting. You will be asked to join a researcher online on Teams. During the **[E.G., INTERVIEW/FOCUS GROUP]** interview, the researcher will ask questions about **[INSERT SUMMARY SENTENCE]**. The **[INTERVIEW/FOCUS GROUP ETC]** will be audio recorded so that they can be transcribed and analysed at a later date.

4. How do I withdraw from the research?

You can withdraw from the research at any point until **[INSERT APPROPRIATE DATE]**, without having to give a reason. If any activities throughout the day make you feel uncomfortable, you do not have to participate. Withdrawing from the study will have no effect on you. If you withdraw from the research, we will not retain the information you have given thus far, unless you are happy for us to do so.

5. What will my information be used for?

We will use the collected information to create a toolkit of best practice for employers when recruiting postgraduate researchers. The data collected may also inform academic papers and academic presentations.

6. Will my taking part and my data be kept confidential? Will it be anonymised?

The records from this research will be kept as confidential as possible. Only authorised members of the That's Me! Project team will have access to the files. Your data will be anonymised – your name will not be used in any reports or publications resulting from the study. All digital files, transcripts and summaries will be given codes and stored separately from any names or other direct identification of participants. Any hard copies of research information will be kept in locked files.

7. Limits to confidentiality

Confidentiality will be maintained as far as it is possible, unless you tell us something which implies that you or someone you mention might be in significant danger of harm and unable to act for themselves; in this case, we may have to inform the relevant agencies of this, but we would discuss this with you first.

8. Who has reviewed this research project?

This research project has undergone ethics review in accordance with **[INSERT INSTITUTIONAL DETAILS]**.

9. Data protection privacy notice

[INSERT INSTITUTIONAL DETAILS, INCLUDING INFORMATION REGARDING LEGAL BASIS FOR PROCESSING SPECIAL CATEGORY DATA AND HOW PARTICIPANTS CAN REQUEST DATA].

10. What if I have a question or complaint?

If you have any questions regarding this study, please contact project leads **[INSERT NAME(S) AND EMAIL ADDRESS]**.

If you have any concerns or complaints regarding the conduct of this research, please contact the **[INSERT INSTITUTIONAL DETAILS]**.

If you are happy to take part in this **[INTERVIEW/FOCUS GROUP ETC]**, please sign the consent sheet that will be shared with you.

Consent form

[Activity title]
[Name of researcher]

Participation in this research project is voluntary	
I have read and understood the research information, or it has been read to me. I have been able to ask questions about the research and my questions have been answered to my satisfaction.	Yes / No
I consent voluntarily to be a participant in this research and understand that I can refuse to answer questions and that I can withdraw from the study at any time up until [INSERT RELEVANT DATE] , without having to give a reason.	Yes / No
I agree to the [INTERVIEW/FOCUS GROUP ETC] being audio recorded.	Yes / No
I understand that the information I provide will be used for reports and academic publications and that the information will be anonymised unless I explicitly request not to be anonymised.	Yes / No
I agree that my (anonymised) information can be quoted in research outputs, using a pseudonym that I choose myself.	Yes / No
I request that my information be attributed to me using my name when quoted in any research outputs wherever feasible.	Yes / No
I understand that any personal information that can identify me – such as my name, address, will be kept confidential and not shared with anyone other than authorised members of the That's Me! Team.	Yes / No
I give permission for the (anonymised) information I provide to be deposited in a data archive so that it may be used for future research.	Yes / No

Please retain a copy of this consent form.

Participant name:

Signature: _____ Date: _____

Researcher name:

Signature: _____ Date: _____

For more information please contact the project leads:

[INSERT NAMES AND CONTACT EMAILS]

Participant debrief sheet

Thank you for participating in **[INSERT ACTIVITY TITLE]**. We hope that you have found it interesting and fulfilling.

If you have any queries about the study or wish to speak with a member of the research team, please contact the project leads **[INSERT NAMES AND CONTACT EMAILS]**.

If you have found any part of this experience to be distressing, please consider speaking with someone that you trust such as a family member or friend. You may also consider accessing the resources below for additional support:

[INSERT LINKS TO INSTUTIONAL HEALTH AND WELLBEING SUPPORT SERVICES].

[INSERT LINKS TO OTHER SUPPORT ORGANISATIONS RELEVANT TO THE RESEARCH. EXAMPLES BELOW].

Other organisations providing relevant support

ASSIST Trauma Care

assisttraumacare.org.uk

Information and specialist help for people who've experienced trauma or are supporting someone who has.

BAATN (The Black, African and Asian Therapy Network)

baatn.org.uk

Provides a list of therapists from Black, African and Asian backgrounds, and signposts to local mental health and advocacy services.

Bayo

bayo.uk

Bayo is a space to find collectives, organisations and services from across the UK that offer mental health and wellbeing support to the Black community.

British Association for Counselling and Psychotherapy (BACP)

bacp.co.uk

Professional body for talking therapy and counselling. Provides information and a list of accredited therapists.



BIRMINGHAM CITY
University

Muslim Community Helpline

020 8908 6715 or 020 8904 8193

muslimcommunityhelpline.org.uk

Provides listening and emotional support for members of the Muslim community.

Samaritans

116 123 (freephone)

jo@samaritans.org

Freepost SAMARITANS LETTERS

samaritans.org

Samaritans are open 24/7 for anyone who needs to talk. You can visit some Samaritans branches in person. Samaritans also have a Welsh Language Line on 0808 164 0123 (7pm–11pm every day).

Mind - What is trauma?

mind.org.uk/information-support/types-of-mental-health-problems/trauma/about-trauma

This page explains what trauma is and how it affects your mental health. Includes tips for helping yourself, what treatments are available and how to overcome barriers to getting support. Also has tips for supporting someone else who has gone through trauma.