Annex 5 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

**INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE OF VILNIUS UNIVERSITY**

Name of participant:

Participant's email address:

Participant's telephone number:

**[Title of research]**

**RESEARCH INFORMATION SHEET FOR THE PARTICIPANT[[1]](#footnote-1)**

 The Research Ethics Compliance Committee Minutes of the Meeting No. *[xx]* approved on *[date]*.

* 1. **Why is this research being conducted?**

*[State the aims and objectives of the study]*

1. **Why have I been invited to take part in this study?**

You have been invited to take part in this study because *[specify age group and/or other inclusion criteria].*

1. **Am I obliged to participate in the study?**

No. You can ask questions about the research before deciding whether or not to participate. If you agree to participate, you can withdraw from the study at any time by informing us of your decision without giving a reason and without facing any negative consequences. You may withdraw from the study and take back any information you have shared within 30 days from the date of participation in the study. *[Specify how the data collected will be treated until a decision to withdraw from the study].*

1. **What will the course of the study be if I agree to participate?**

*[Describe in detail the steps involved in the study and the general steps that will be followed in the study. The following is only an example.]*

You will be invited to attend *[x]* sessions in *[insert location]* / OR you will be asked to attend *[x]* sessions online.

*[If applicable:]* When you arrive, I/we will discuss the study procedures and allow you to ask any questions you may have regarding the study. I/we will then ask you to fill out an informed consent form.

If you agree to take part in the study, you will be surveyed/interviewed/I will ask you to attend one / several repeated meeting(s) at *[delete irrelevant]*, *[insert intended meeting place].*

The interview/session should last approximately *[xx]* minutes/hours. *[For longer sessions: You will be offered [number] breaks after [xx] minutes]* You can also ask to withdraw your consent to participate in the study or to stop the interview at any time.

*[Please provide details of any follow-up appointments, including duration and frequency].*

*[If applicable:]* With your consent, I/we would like to make an audio recording/video recording/photograph of you *[delete not relevant]* because... *[please state the reasons why this is necessary, e.g., the audio recording will be necessary to enable us to accurately reproduce your thoughts. Please indicate where and how the audio/video recordings and/or photographs will be stored; when and how the audio/video recordings and/or photographs will be destroyed; what transcription programme will be used; and any other relevant circumstances set out in Article 13 of the GDPR.]*

1. **Are there any risks to taking part in the study?**

Participation in the study carries the following risks: *[please describe the potential risks of the study, including the smallest risks, e.g., breach of confidentiality, etc.].*

To mitigate any potential risks, *[state what you will do, including that personal data will be pseudonymised or anonymised].*

1. ***[Optional]* Is there any benefit to participating in the study?**

*[Either:]* The benefits of participation are...

*[Or:]* You will not receive any direct or personal benefit from participating in this study.

1. ***[Optional]* Expenses and payments**

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

*[Or:]* No payment will be made for participation in this study.

1. **How will the collected data be managed?**

The information you provide in the course of the research is research data. Any research data that may help identify you *[here indicate the personal data you collect from participants, e.g. name, date of birth, audio recording, etc.]* is treated as personal data.

*[If applicable when collecting special categories of personal data:]* The data collected for the study fall within the categories of special categories of personal data, such as your racial or ethnic origin, your health, personal data revealing your political opinions, religious or philosophical beliefs, trade union membership, data concerning the sex life of a natural person and your sexual orientation *[delete not relevant].*

Personal/sensitive data will be stored in *[insert location, security measures and for how long the collected data will be stored] [the time limits depend on the information system chosen by the institution/publisher and on the procedures established by the data repository]* / will not be kept.

Other personal data collected during the study (including the consent form and your contact details) will only be kept until the end of the project / for at least five years after the end of the project / until non-anonymised audio recordings of the interviews are stored *[select the appropriate].*

The anonymised transcripts of the interviews will be stored in the MIDAS system and will be open to other investigators / Access to the audio recordings and transcripts of the non-anonymised interviews would be made available to other investigators who would respect the conditions for the use of the interviews as specified in your consent form. / Access to audio recordings and transcripts of interviews would not be made available for re-use by other investigators *[select the appropriate].*

*[Subject]* has the right to withdraw consent to the processing of personal data *[specify the time period when the personal data can be withdrawn].*

*[If applicable:]* Your personal data is transferred to and stored at a destination outside the European Union. *[Inform the subject of the possibility of transferring their personal data to third countries (transfer includes remote access to personal data) and the safeguards and means of obtaining a copy of the data or of having access to it.]*

*[The Investigator and/or their team, supervisor, collaborator/translator/transcriber, other authorised person...]* will have access to the investigation data as well as responsible authorised persons outside the research team (e.g. Data Protection Officer of Vilnius University, Office of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania, State Data Protection Inspectorate, court) who may also gain access to the investigation data.

*[If applicable:]* I / We would like to obtain your consent to use direct quotations, *with the commitment that your name will be encrypted, the quotations used will be anonymised, etc*., at any stage of the research.

*[If applicable:]* I / We would like your consent to use anonymised/pseudonymised data in future studies and to share the data with other investigators (e.g. online databases) so that they can also use the data in their own studies. Any personal information from which you could be identified would be removed/altered/Interviews would be submitted with your personal information in them.

1. **Will the study be published?**

The summarised results of the study may be published in *[specify format, e.g., publications, web pages, etc.].*

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

*[Name of the institution]* is committed to disseminating its research to the public and has therefore created an institutional research register, which is published on the institution's website at *[link],* and the research material/collected data is published at *[database and link].* The online information is necessary to allow investigators to easily access the full text of freely available theses, thereby increasing the potential impact of that research and reducing the waste of scientific resources.

1. ***[Applicable if the research is externally funded]*: Who is funding the research?**

*[Please provide details of the organisation funding the study.]*

1. **Who can I contact if I want to report the study?**

If you have concerns about certain aspects of this study, please contact *[insert name and university phone number/email address of principal investigator]* or *[insert name and university phone number/email address of supervisor]*. A decision on your application will be made, and you will be informed within *[xx]* working days.

*[Only for applications reviewed by the institutions]* Chairperson of the Committee on Compliance with Research Ethics; email: *[xx]*; address: *[xx].*

1. **Data protection**

Vilnius University (email address infor@cr.vu.lt) is the controller of data of this study, therefore, your personal data submitted for the study will be managed at Vilnius University in accordance with the Law on Legal Protection of Personal Data of the Republic of Lithuania, the General Data Protection Regulation (GDPR), the Procedures for Processing of Personal Data at Vilnius University, and other applicable national and European legal documents.

Vilnius University will process your personal data for the purposes of the above-mentioned research. The institution will process your data for the purpose of *[specify the purpose of the processing of personal data]*. *[It should be noted that the purposes of the processing of personal data must be clearly and specifically formulated in order to identify the type of processing involved and to assess whether the specific purpose is compatible with the requirements of the legal documents. Purposes of processing personal data such as 'for scientific research' or 'for research in the public interest' are too abstract and do not allow for an assessment of the scope of the personal data concerned.]*

Information about the rights to your personal data *[to be explained by the authorities and inserted here].*

Vilnius University Data Protection Officer; email address: dap@vu.lt; tel. +370 5 236 6200; address for correspondence: Universiteto st. 3, LT-01513 Vilnius.

Complaints regarding the processing of personal data may be submitted to *[name and email address of the institution], [email address and correspondence address of the institution's personal data officer],* the Office of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania (email address info@etikostarnyba.lt), the State Data Protection Inspectorate (email address ada@ada.lt).

1. **Contact and/or other information.**

If you would like to discuss the research in advance (or if you have any questions after the study), please contact:

*[Name of Principal Investigator/Study or Project Manager]*

Phone number.:

Email address:

Institute of International Relations and Political Science, Vilnius University

Address: Vokiečių g. 10, LT-01130, Vilnius

Email address: tspmi@tspmi.vu.lt

Tel. (+370) (5) 251 41 30

**Received**

Signature

Date

1. The format of the participant information sheet provided in this Annex is for guidance only. The investigator should adapt the form to their own research by deleting irrelevant items and adding the necessary information. If signed physical forms of the information sheet are collected, they should be signed in two copies. One copy must be retained by the participant, and the other must be collected by the Investigator. [↑](#footnote-ref-1)