**Information for participants**

**<…title study, max. 1 line, and identical to the title given in the information letter…>**

**Note: If possible the information letter should be written in the native language of the participant.**

**1. Introduction**

< *The introduction must clearly state that the participant is asked to participate in scientific study. Specify the location (s) where the study will be conducted. If the study takes place at an institution, indicate whether the manager/director (name, how to reach him/her) has given permission. Also indicate whether the research has been assessed by an ethics committee (e.g. FETC-GW or METC).* >

For instance

You have indicated your willingness to participate in a scientific study taking place at…... This document contains all information that you need when deciding if you want to take part in the study. You are kindly asked to read this document attentively.

The study has been approved by the Faculty Ethics Assessment Committee for the Humanities (FEtC-H), which is part of Utrecht University.

**2. What is the background and the aim of this research?**

*< Briefly describe the background and purpose of the study. Avoid the use of (technical) jargon and make sure that it is understandable for lay people. In case of an experimental study: Be careful not to give away too much about the design/stimuli. >*

For instance

Language production and language comprehension are studied intensively at <name institution>. The aim of this research is to collect data of a linguistic nature in order to analyze the linguistic choices that police interviewers and witnesses make when constructing a ‘witness statement’. For example, the adverbial component, ‘then’, often is placed after the subject (‘I then’) in police register, whereas in common conversation it usually precedes the subject (‘Then I’). Linguistic analyses of the data will give us valuable insights into what constitutes ‘police register’ and how witnesses’ words are presented in the witness statement. Therefore, our analyses will offer insights into how written statements can best be formulated so that they reflect, as accurately as possible, the ‘spoken statement’, therefore maximizing the efficacy of evidence-gathering for all concerned.

**3. How is the research conducted?**

< *Provide all* ***relevant information******for******participants*** *about the nature and design of the study.*

*What is done during the session(s)? Which method is used?>*

For instance

Your interaction with a police officer will be audio-recorded to allow the researcher to study the language of the interaction more comprehensively. When your statement is produced, the researcher will receive a copy of it with the identifying information removed (or if the information is not redacted, the researcher will redact the statement accordingly). Some examples of identifying information are personal names, street or place names, or descriptions of people. Both the written statement and the audio-recording of your interaction will be analyzed for linguistic features at <name institution>.

**4. What is expected of you?**

*< What is expected from the participant? What is the duration of the investigation? How much time does the participant spend in total on, for example, the visit to the lab, filling in the (online) questionnaire (s), etc.? How many sessions are involved?>*

For instance

Nothing more than what is ordinarily required of you to give your statement. The researcher need only be present at, and audio-record, one session per participant.

Or another example

The experiment takes about <…time…> minutes, spread over <…number of sessions…> session/sessions.

**5. What are the possible advantages and disadvantages of taking part in this research?**

*< Here you provide all information that is relevant for participation (see also the Informed Consent chapter in the FEtC-H regulations). With disadvantages you may think of time investment; answering (possibly) confronting questions; sitting still for a long time (EEG); performing very difficult tasks; etc. If the collected (standardized) data of participants diverges from average scores you must indicate whether and how the participants will be informed about this. An example of data that can be interpreted at the individual level would be the finding that the language development, measured with a standardized test, of a child is delayed compared to children from the same age and gender. >*

For instance

Participating in this study does not offer you any advantage, however in the future the study may lead to useful knowledge about language and/or language use. Possible disadvantage is that the questions we ask are quite personal, and might be, sometimes, difficult to answer.

**6.**

*< When conducting research with children or incapacitated adults, you must indicate how you deal with signs of resistance (see also the chapter "resistance" in the FETC-GW regulations). This is particularly important if the participant is unable to express himself orally or, in the case of children who are able to express themselves orally, but who may not feel in the position to stop the study. >*

For instance:

It is possible that your child does not really cooperate during the investigation. The researcher will then discuss with you whether the investigation should be stopped. If your child resists, the investigation will always be stopped.

**7. Voluntary participation**

*< The participant must be informed that participation is entirely voluntary and that he/she can always stop participating, without giving any reason. It must be stated that the study can also be terminated by the researcher. You must indicate that the participant has five days (after debriefing) to withdraw his/her data from the study. >*

For instance

Your participation is voluntary. If you decide not to take part in the research, you do not have to do anything, nor sign any document. You do not have to explain why you decide not to participate in the research. If you do decide to participate, you can always reconsider this decision and stop at any given moment – also during the experiment. In addition, you can withdraw your consent within five days after participating. If you do so, your data will not be included in the analyses.

**8. What happens with the data that we collect?**

Data that are collected in this research will be stored in complete anonymity on protected servers of Utrecht University. Your personal data will / will not be stored in the system (if you do, explain that this data will be stored separately from the research data)

Your personal data are taken care of by one person <…name of researcher…>. In case you would like to update your details, you can contact <…him/her at the email address: …>.

Your personal data will be shared with <…names of other researchers involved who will have access to this personal data…>. Your personal data will/ will not be shared with third parties <…in case of sharing, explain with whom…>.

We are obliged to keep the research data – anonymized – for 10 years. By participating in this research, you are giving us permission to do that. If you do not like us to keep these anonymized details, you may not take part in this experiment.

**9. Should you decide to take part in the research, is there a monetary compensation for your participation?**

*< Does the participant get paid and if so, how much? Also indicate whether traveling costs get reimbursed. >*

**10. Approval for this research**

< *Here you provide the name or institution that provided you ethical approval. >*

*For instance:*

The Faculty Ethics Assessment Committee of Humanities (FEtC-H) has approved this research. In case you have any complaints on the procedures associated with this research, you may contact the FEtC-H secretary, email address: fetc-gw@uu.nl

**11. More information on this research?**

Would you like to have more information on this research that will help you to decide to participate? Please feel free to contact <...name researcher and contact details...>

**12. Appendices:**

*< You must explicitly mention all appendices in this information letter. All appendices are part of the information provided to the participant, including the declaration of consent. >*