The participant information sheet given to the research subjects is written in lay language that can be easily understood. Aim for clear and concise expression. If there are several target groups, each group is given their own information sheet. You can address the potential research subject also in the second person singular rather than with formal address. In information sheets that are directed at children, their development stage must be taken into consideration. You should avoid commanding, directing and persuasive expressions in the information sheet. If personal data is collected in the research, its processing has to be described in the privacy policy that is given to the research subjects along with the information sheet.

Before finalising the information sheet, delete the instructions highlighted in yellow as well as the example texts and sections that do not apply to your research.

**PARTICIPANT INFORMATION SHEET**

Write here the title of your research project. Use the same title in all the documentation about the research project.

**Invitation to participate in research**

You are invited to participate in research that studies [write a concise and intelligible description of the purpose and goal of your research]. This information sheet describes the research and what participating in it entails.

You are requested to participate in this research because [explanation as to why the research subject would be suitable for the study and the possible selection and exclusion criteria. Describe also the number of research subjects/those invited to participate in the study and other factors that define who can participate in the research].

**Voluntary participation**

It is voluntary to participate in the research. You can refuse to participate in the research, withdraw from the research or cancel your consent to participate in the research at any point without any negative consequences to [describe to which: to your studies, work, right to treatment, right to use services etc.]. [Describe concisely how the research subject can withdraw from the research or cancel their consent.] [If the research subjects are recruited from a small group, group pressure can have an impact on voluntary participation. In these cases, emphasise that participating or not participating in the research will not have any effect on how the person is treated e.g. in the school, institution or similar community].

[If the basis for processing the personal data stated in the privacy policy is public interest and an exception has been made to the research subject’s right to erasure (Article 17), select this]: If you withdraw from the research or cancel your consent, the [describe here which data e.g. personal data/samples/other information] collected of you will be used/will not be used as part of the research data.

 OR

[If the basis for processing personal data stated in the privacy policy is exceptionally the consent of the data subject, or if the basis for processing personal data is public interest and an exception has not been made to the research subject’s right to erasure (Article 17), select this]: If you withdraw from the research or cancel your consent, the [describe here which data e.g. personal data/samples/other information] collected of you cannot not be used as part of the research but will be erased if it is possible to remove it from the research data.

**Responsible persons and funder of the research**

This research is conducted by [researcher and principal investigator, organisation].

Mention the funder of the research as well as possible conflicts of interest.

**Research process**

Write a short description of what it means to participate in the study, for example, giving an interview/responding to a survey/making visits, place and duration of the research, number of visits and their content and duration.

If you also use register information in the study: With your permission, the data collected in this research will be connected to the following register data from [give a list of the registers and the information retrieved from them].

**Possible benefits and risks**

Describe the benefits that the research subject can gain from the research or state that the research subject will not gain any benefits from the research. In addition, describe what kind of benefits the research provides in general to science, society etc.

If necessary, describe also the potential risks, downsides, and inconveniences caused by the research. Describe how to act if participating in the research causes anxiety and/or if the research results reveal abnormal findings.

**Incentives for participation**

No fee is paid for participating in the research.

or

The research subjects will be given [description of the incentive] for their participation.

or

A prize [description of the prize] is raffled between the participants.

or

The expenses caused by participation will be reimbursed [description of the reimbursement].

Accepting the incentive or reimbursement is voluntary.

NOTE: All fees, even small fees and reimbursements, are taxable income that the payer of the fee has to report to the Income Register of the Tax Administration. In order to make the report to the Register, the payer needs the name, social security number, and address of the research subject. If the fee is a monetary compensation, you also need the research subject’s tax card. If a prize is raffled between the participants, it is not considered as taxable income and the Lotteries Act is applied in these cases. The Lotteries Act can only be applied if winning or receiving the prize is partly or entirely dependent on chance. In addition, the number of participants has to be high enough, at least several hundred. More information about the fees paid for participating in a research (in Finnish only) <https://www.vero.fi/henkiloasiakkaat/verokortti-ja-veroilmoitus/tulot/ansiotulot/gallupit-kyselyt-ja-tutkimukset/>

**Processing personal data**

The information obtained in the research is confidential [describe how confidentiality is ensured]. The personal data collected during the research is processed in accordance with the General Data Protection Regulation (see the privacy policy). If necessary, describe whether the research subjects can be identified from the research results or publications. If it is possible that the research subjects can be identified, describe it here. Please note that the research subject can be identified from direct identifiers (such as name, voice, email address, portrait) but also from indirect identifiers (gender, age, education, income, nationality, ethnicity, residential area etc.). Describe if the research subjects are supposed to be identifiable from the research results and publications, for example, in cases where the target of the research is politicians, artists, athletes, experts etc. and it is essential for the research that the research subjects can be identified. Also describe if the research subject can decide whether their personal data is published. *Publication of personal data must always have scientific and ethical grounds.*

**Storage of research data and reporting the research results**

The data collected during the research [describe the storage of the data during the research and how long the research data/datasets is/are stored after the study is completed. Explain where the metadata of the data/data sets is available, describe the potential further use of the data/data sets, and explain what will happen to the data after the research is completed (e.g. it is archived/destroyed)].

The research results are reported in [scientific publication/thesis/conference and seminar presentation]. If necessary, describe which data/data sets will be used for other purposes, for example, practical or commercial applications.

**Contact person for further enquiries**

If you have questions about the research, you can contact [person, role in the study, contact information].

 Firstname Lastname Firstname Lastname

 title title

 role in the study role in the study

 Organisation/Faculty/Department Organisation/Faculty/Department

 email email

 phone number phone number

The signatories must include at least the researcher and the principal investigator. With theses, the supervisor must be one of the signatories.