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**PARTICIPANT INFORMATION SHEET**

### Study title

### Invitation paragraph

Our study is looking into XXX

Please take time to read the following information carefully and get in touch with the research team if you have any questions or concerns.

### What is the purpose of the study?

Our study aims to [brief study description]

### Why have I been invited to participate?

….

### Do I have to take part?

It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part, you are still free to withdraw from the interview at any time and without giving a reason, participation is on a completely voluntary basis. Also, you can still decide to withdraw your data up to X weeks after the interview is completed. In that case, please send us an email, and your data will be deleted.

### What will happen if I take part?

If you decide to take part, you will need to sign the consent form. Then we will:

- …

### What are the possible disadvantages and risks of taking part?

We do not anticipate any risks greater than those encountered in everyday life. You will not incur any costs by participating.

### Will my information in this study be kept confidential?

All data collected will be kept strictly confidential and stored securely in encrypted online servers used by the research team (based at ESCP Business School), in line with the General Data Protection Regulation (GDPR) 2016. Data will only be accessed from the research team’s password-protected computers and laptops.

Your non-anonymized data may be shared with the researchers’ PhD supervisor and doctoral committee for academic oversight. [Optional: PhD students may want to consider retaining the previous statement, since PhD faculty may require access to the raw data.] In publications, any information that could identify you will be removed, in accordance with your preferences indicated in the consent form. Your identity and participation will remain confidential, unless you decide otherwise. Similarly, information that could identify your employer or other individuals will be removed. Data will be stored for X years and then securely destroyed.

### Artificial Intelligence Usage

AI tools may be used to transcribe and/or analyse the data [delete as applicable]. Only anonymized data will be shared with AI tools. We will only employ university-licensed AI tools that do not use data for training of the AI model [or otherwise also make explicit].

### What will happen to the results of the study?

The findings of the study will be published in academic and other outlets (journals, conference proceedings, practitioner magazines/blogposts) of non-commercial nature. You will not be identified in any report or publication.

### Contact for further information

This research is organised by [researcher, under the supervision of Professor <<name of supervisor>>]. Please contact name [email address] with any questions or feedback.

**Ethical Review**

The protocol for this study has been reviewed and approved by the ESCP Research Ethical Committee, Application No. X. If you have concerns about your rights as a participant or the conduct of this study, you may contact X [e.g., RERC contact details].

### What should I do if I want to take part?

Please take a look at this information sheet and the appended consent form and return a completed and signed copy of the latter to the research team. Get in touch with them if you have questions.

### What will happen to the results of the study?

The findings of the study will be published in academic and other outlets (journals, conference proceedings, practitioner magazines/blogposts) of non-commercial nature. Participants’ names and other sensitive information will be anonymised by the use of pseudonyms (unless otherwise indicated in the consent form).

### Thank you!

Thank you for participating in the study […].

**Date**