**PARTICIPANT INFORMATION SHEET**

**Language Evolves Science Fiction Workshop**

You are being invited to submit a short story for our short story competition. We would like to store some contact details in order to contact you about the submission in the future. Before you decide whether or not to take part, it is important for you to understand why the research is being undertaken and what it will involve. Please take time to read the following information carefully and discuss it with others, if you wish.

Thank you for reading this.

1. **What is the purpose of this research project?**

We want to encourage new ways of thinking about language evolution research, so want to promote short sci-fi stories about this topic.

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

You are an adult author of science fiction with a suitable short story.

1. **Do I have to take part?**

No, your participation in this research project is entirely voluntary and it is up to you to decide whether or not to take part. If you decide to take part you will be asked to fill out a consent form. If you decide not to take part, you do not have to explain your reasons and it will not affect your legal rights. Involvement in this research project will have no effect on your education, progression through a degree course, participation in future workshops or entry to future short story competitions. We have no way of knowing whether you decided not to fill out the online form. You can request that your data be deleted at any time by contacting Sean Roberts (RobertsS55@cardiff.ac.uk)

1. **What will taking part involve?**

You will be asked to complete a short online form which should take 3-10 minutes. Information on your name and email address will be recorded.

1. **Will I be paid for taking part?**

No.

1. **What are the possible benefits of taking part?**

You will be considered for entrance to the short story competition.

1. **What are the possible risks of taking part?**

There are no risks in this study.

1. **Will my taking part in this research project be kept confidential?**

Yes. The personal information and story text will only be accessed by the competition judges. It will not be provided to anyone else.

1. **What will happen to my Personal Data?**

Your name and email address will be recorded digitally and sent by an encrypted channel to a secure database. None of the data will be made public.

Further information about Data Protection, including:

·      your rights

·       the legal basis under which Cardiff University processes personal data for research

·       Cardiff University’s Data Protection Policy

·       how to contact the Cardiff University Data Protection Officer

·       how to contact the Information Commissioner’s Office

may be found at <https://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection>

1. **What happens to the data at the end of the research project?**

The data will not be made public. When the project ends (01/01/2028), all electronic data will be deleted and overwritten using secure data deletion methods. All paper data will be securely shredded.

1. **What will happen to the results of the research project?**

We may contact you about future collaborations with your story before the end of the project (01/01/2028). The winner will be contacted by the researchers to invite them to allow us to announce their name at a later date.

1. **What if there is a problem?**

If you wish to complain, or have grounds for concerns about any aspect of the manner in which you have been approached or treated during the course of this research, please contact the Chief Investigator/Supervisor, Dr. Seán Roberts, robertss55@cardiff.ac.uk. If your complaint is not managed to your satisfaction, please contact the ENCAP Research Ethics Officer, Dr Sara Pons-Sanz (pons-sanzs@cardiff.ac.uk).

If you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone's negligence, you may have grounds for legal action, but you may have to pay for it.

1. **Who is organising and funding this research project?**

The research is organised by Dr. Seán Roberts in Cardiff University.

1. **Who has reviewed this research project?**

This research project has been reviewed and given a favourable opinion by the ENCAP Research Ethics Committee.

1. **Further information and contact details**

Should you have any questions relating to this research project, you may contact us during normal working hours: Dr. Seán Roberts, John Percival Building, Colum Drive, Cardiff University, CF10 3EU. TEL: 02920874826. EMAIL: robertss55@cardiff.ac.uk

**Thank you for considering participating in this research project. If you decide to participate, please keep a copy of the Participant Information Sheet and a signed consent form for your records.**

**CONSENT FORM**

Title of research project: **Language Evolves Science Fiction Workshop**

SREC reference:

Name of Chief/Principal Investigator: Dr. Seán Roberts

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|  | **Please tick box**  |
| I confirm that I have read the information sheet dated February 28nd, 2020 version 1 for the above research project.  |  |
| I confirm that I have understood the information sheet dated February 28nd, 2020 version 1 for the above research project and that I have had the opportunity to ask questions and that these have been answered satisfactorily. |  |
| I understand that my participation is voluntary and I am free to withdraw my data at any point by emailing the organiser. |  |
| I understand that data collected during the research project may be looked at by individuals from Cardiff University or from regulatory authorities, where it is relevant to my taking part in the research project. I give permission for these individuals to have access to my data.  |  |
| I consent to the processing of my personal information [name, email address, short story], for the purposes explained to me.  I understand that such information will be held in accordance with all applicable data protection legislation and in strict confidence, unless disclosure is required by law or professional obligation. |  |
| I understand who will have access to the personal information provided, how the data will be stored and what will happen to the data at the end of the research project.  |  |
| I agree to take part in this research project. |  |

Name of participant (print) Date Signature

**THANK YOU FOR PARTICIPATING IN OUR RESEARCH**

**PLEASE KEEP A COPY OF THIS CONSENT FORM TO KEEP**

**Debriefing**

Thank you for submitting your story. Your data will be held confidentially and securely. We will contact you with the results of the competition.

If you have any other questions, please contact Dr. Seán Roberts, John Percival Building, Colum Drive, Cardiff University, CF10 3EU.

TEL: 02920874826.

EMAIL: robertss55@cardiff.ac.uk