

PARTICIPANT INFORMATION SHEET

Lowdham Sustainability Hub – initial research

Welcome

Thank you for agreeing to consider participating in this research project. Before you decide whether to participate, it is important that you understand the reasons why we are carrying out the research and what your participation will involve. We would be grateful if you read the information below carefully and discuss it with colleagues or other people if you wish. Please feel welcome to contact us if anything is unclear, and to take as much time as you need to decide whether or not to take part.

What is the purpose of the study?

To ascertain the level of desired involvement in creating a group to enable Lowdham to become a more sustainable village, and to gather ideas of existing and planned actions.

Who is running this study?

The project is being carried out by Joshua Green who is supervised by Daniel McDonald-Junor of Nottingham Business School.

What will I be asked to do in this study?

You will be asked to complete a questionnaire comprising 18 questions. A link to the questionnaire will be provided via email, QR code, website link or paper version. Your answers will be saved to allow you to start the questionnaire and return to it at a later date. If you would prefer not to answer any of the questions you will be free to decline to answer without giving reason]

How long will it take me to do this?

The questionnaire will take approximately 10 minutes to complete.

Do I have to take part?

Your participation is entirely voluntary. If you do decide to take part, you will be asked to consent before the questionnaire begins. If you decide not to take part you will not be asked to give us any reasons.

Can I withdraw from the study?

You can withdraw your data before submitting their questionnaire. If you submit a paper version you can withdraw your questionnaire by emailing transition.lowdham@gmail.com quoting your details and where you submitted the form.

What will happen to the information I give in my questionnaire?

The information gathered will be used to help form a Sustainable group in Lowdham and prioritise actions the group will take.

How will you protect my confidentiality?

The questionnaire responses will be handled only by myself in line with data protection principles and NTU's approved research protocol. Any non-anonymised information collected will only be shared, confidentially, with the project supervisor and other staff members as required, solely for the purpose of project assessment. Hard copies of questionnaires will be kept in locked filing cabinets, and electronic files will be kept on password protected devices which are not accessible to any other person. The information collected through the questionnaire will be used only for the purposes of this research project.

How will you protect my anonymity?

No personal or identifying details, such as names and addresses, will be collected. No information will be given in the report that would enable a participant to be identified, including by putting together pieces of information that would enable 'jigsaw identification' (for example, locations, job positions).

What are the possible benefits?

We hope that you will find the questionnaire interesting and will take satisfaction from helping Lowdham Sustainability Hub form and from helping with my research project.

What are the disadvantages and risks in taking part?

The main cost to you will be the time needed to complete the questionnaire. The main risk is that you might give us information that is detrimental to you or your organisation, or that runs counter to data protection laws. We are confident that the arrangements described above will prevent any of your information being shared with anyone outside the research team. For this reason, we believe that the risk of detriment is very low.

What will happen to the results?

The findings will be included in my final year project document and given to Lowdham Sustainability Hub. My final project will be seen only by my supervisor, a second marker and possibly as part of a sample reviewed by an External Examiner to ensure NTU's quality procedures are followed. My project may be used as an example project for further NTU students. If it is used as an example all identifying, sensitive or confidential information will be removed.

Has anyone reviewed the study?

The proposal for this project has been vetted and approved by my supervisor on behalf of the College Research Ethics Committee. Through the research there are stringent reporting requirements back to my supervisor as regards the progress of the research and any issues or concerns are raised here. NTU is ultimately responsible for the conduct of the project. The university's ethical approval procedure has been consulted and there is no requirement for a DBS check.

Who do I contact if I have questions or complaints?

If you have any questions before, during or after your participation you should get in touch with the researcher or their supervisor via the contact details below. These contact details will also be provided at the end of the questionnaire.

SUBMISSION OF RESPONSES

By clicking the 'submit' button you will submit your responses to the researcher. You will not be able to change or withdraw your response after they have been submitted.

Clicking on the "Submit" button indicates that:

- You have been provided with information about the project
- You have been told who to contact if you have questions before, during or after your participation.
- You understand what participation in this project involves
- You are 18 years of age or older
- You voluntarily agree to participate