**Example of Description of research contents for participants (Interview Survey)**

Dear ○○○○,

**Explanation of “Research on ○○○○” and Request for Participation**

CS1

\* The “CS●” in the text indicated the item numbers in the “Informed consent check sheet.”

Implementer: Department of ○○, Faculty of ○○, Sophia University

(Title/Year) (Name)

Please use this “Example of Description of research contents for participants” as a reference when preparing the text of your research description. You do not have to write it exactly like this, but change the contents as appropriate while refer to matters pertaining to the research and research participants in the “Informed consent checklist.” Since the research will be conducted in accordance with the contents of the research description, the researcher is responsible for what is written there. Moreover, er may offer advice for improving the text as part of the examination process.

CS1

My name is ○○ from the Department of ○○, Faculty of ○○, Sophia University. With the approval of the Sophia University Ethics Committee for Research on Human Subjects, I plan to conduct the following research. If you understand the purpose and contents of the research as well as would like to participate in it, please sign the consent form. You will not be disadvantaged if you do not wish to participate in the research, or if you decide to participate and then withdraw during the course of the research. Please decide whether or not you would like to participate in the research.

CS3

**1. Significance and purpose of the research**

This research will be conducted with the aim of clarifying ○○○○ in ○○. I believe that it can contribute to ○○ by clarifying ○○.

CS4

**2. Research methods and duration**

In this research, after completing the questionnaire, there will be an interview for about ○ minutes. The contents of the interview will be recorded with an IC recorder, and a verbatim transcript will be created and analyzed. The interview is scheduled for ○ days (○ times), but it is possible that something comes up in the course of the analysis about which I would like to talk to you again. If so, I may ask for an additional interview. The research duration is scheduled to last until MM DD, YYYY, when the research results will be presented at the ○○ conference.

CS5

**3. Reasons for your selection as a potential research participant**

This research involves persons who have experience with ○○. If you have experience with ○○, it does not matter what gender or age, condition you have.

CS6

**4. Participation in and withdrawal from the research**

We hope that you will decide to participate after understanding the purpose of the research, but please decide for yourself whether or not to participate. You can also decline the request after listening to the explanation, so please inform the researcher of your withdrawal from the research verbally or by e-mail. You will not be disadvantaged in any way even if you say no or decide to withdraw at a later time after first having opted to participate. Moreover, you can also withdraw during the course of the research. If so, if you tell me whether you will allow the data collected so far to be analyzed or you want it to be discarded, I will handle the data accordingly. If you wish to withdraw, please contact me by MM DD (○ months after the interviews). However, please note that if you decide to withdraw after the ○○ stage, I may not be able to accommodate your request.

CS7

**5. Expected benefits from participating in the research**

Participating in this study will not directly benefit you. I hope that by clarifying ○○, we can advance our understanding of ○○ and contribute to society by ○○○○.

CS7

**6. Financial burden and compensation**

No special financial burden will be incurred by participating in this study. However, in case of transportation costs to the interview location, those will be borne by you.

Moreover, although it is a small amount, I will compensate you with ○ yen per time as a thank you for participating in the research.

CS7

**7. Anticipated risks, dangers, and unpleasant conditions or effects on mind or body**

Participation in this study does not involve any physical danger. However, in the course of the interviews, you may be reminded of painful experiences in the past. If you find it difficult to talk about something, or if you are asked a question about something you don’t want to talk about, you don’t have to force yourself to talk about it. If you ask me, I will interrupt the interview at any time. If you feel unwell, I will contact the Wellness Center. I will make arrangements for you to receive the necessary treatment, but please note that you will be responsible for any costs incurred at that time.

If an interview is interrupted, I will ask you if you can participate in the research again, so please inform the researcher of your intentions.

CS8

**8. Publication of research results and disclosure of information**

The results of this research will be summarized in a paper as well as in a poster presentation / oral presentation at the ○○ conference. In the paper and presentation, personal information such as names and affiliations will be encoded so that individuals cannot be identified.

If you wish, you can check the verbatim transcript before the paper is written. You can listen to the audio recorded during the interview to make sure that your statements are quoted without errors and that they do not contain information that can be traced back to you.

Moreover, to the extent that it does not interfere with the protection of the personal information of other research participants and the originality of this research, you can also look at materials such as the research plan and the completed paper, and I will explain them to you, so please let me know if you would like this.

CS9, 10

**9. Confidentiality, handling of personal information, and research data**

**[(1) When creating a comparison table and processing the data so that a specific individuals cannot be identified unless checked against the comparison table (pseudonymous processing)]**

The contents of this research and verbatim transcripts will not be used for any purpose other than the research, and I promise confidentiality. Moreover, in order to protect personal information, etc., the names in the verbatim transcripts will be removed from the research data and replaced with codes during management.

In order to accommodate requests for data disclosure and disposal, I will prepare a comparison table of codes and names, and the verbatim transcripts and comparison table will be stored on separate recording media with different passwords, with the recording media themselves kept securely in separate locked lockers in the principal investigator’s laboratory. Moreover, paper media, including consent forms, will be kept securely in a locked shelf in the principal investigator’s laboratory. Please note that I will not be able to respond to requests for data disclosure or disposal after the comparison table has been discarded, and that I will not be able to revise the contents of the data once they have been published in a paper.

Research data that has been pseudonymously processed so that individuals cannot be identified at all will be kept for 10 years after the publication of research results under the responsibility of the Principal Investigator. After 10 years, all data, including consent forms, will be discarded.

(As a general rule, data will be retained for at least 10 years after the publication of research results. This is stipulated by the University Guidelines)

**[(2) When making it impossible to identify specific individuals (anonymous processing)]**

The contents of this research and verbatim transcripts will not be used for any purpose other than the research, and I promise confidentiality. Moreover, in order to protect personal information, etc., the names in the verbatim transcripts will be removed from the research data and replaced with codes during management.

The verbatim transcripts will be stored on a passworded recording medium, while paper media, including consent forms, will be kept securely in a locked shelf in the principal investigator’s laboratory. Please note that I will not be able to respond to requests for data disposal after the verbatim transcript has been created and your name has been removed from the research data, and that I will not be able to revise the contents once published in a paper.

Research data that has been anonymously processed so that individuals cannot be identified at all will be kept for 10 years after the publication of research results under the responsibility of the Principal Investigator. After 10 years, all data, including consent forms, will be discarded.

(As a general rule, data will be retained for at least 10 years after the publication of research results. This is Stipulated by the University Guidelines)

**[(3) When pseudonymous / anonymous processing is not possible or will not be done]**

The contents of this research and verbatim transcripts will not be used for any purpose other than the research, and I promise confidentiality. Moreover, in order to protect personal information, etc., the names in the verbatim transcripts will be removed from the research data and replaced with codes during management.

The interviews are for the purpose of the above research and will not be used for any purpose other than the research, and I promise confidentiality. Due to the significance and purpose of this research, when publishing the results of this research, I will publish your name as it is, but if you wish to use a form different from your real name, I will comply with your request. In order to protect privacy and personal information, research data will be kept securely in a locked shelf in the principal investigator’s laboratory. At the end of the research period, all research data will be discarded.

Research data will be kept for 10 years after the publication of research results under the responsibility of the Principal Investigator. After 10 years, all data, including consent forms, will be discarded.

(As a general rule, data will be retained for at least 10 years after the publication of research results. This is Stipulated by the University Guidelines)

CS11

**10. Sources of funding and conflicts of interest related to the research**

This research will be supported by the ○○ Research Grant-in-Aid.

The researcher also receives research funds from the ××, but there is no conflict of interest for this research.

[\* If the participants are students]

Even if you decide not to participate in this research, or if you decide to participate and then withdraw during the course of the research, it will in no way affect your grades or evaluations, and you will not be disadvantaged in any way.

CS12

**11. Researchers and inquiries**

This research will be conducted by ○○ of the Department of ○○, Faculty of ○○, Sophia University. If you have any questions about the research, please contact me using the contact information below.

CS2

Principal Investigator: Name ○○○○, Title ○○, Department of ○○, Faculty of ○○, Sophia University

Address:

E-mail: 　/ Tel:

Research implementer: Name ○○○○, Title/Year ○○, Department of ○○, Faculty of ○○, Sophia University

Address:

**\* Choosing contact information**

Disclosure of personal contact information comes with risks, so please be careful when deciding on what information to provide, for example by using the phone number of the university laboratory.

E-mail: 　/ Tel:

**\* [Include if applicable]**

**[Example] - Possibility of using data obtained in this research in future research**

There is a possibility that data obtained in this research will be used in future research developed based on this research. If so, I will contact you individually to confirm whether you would like to participate in that research.

However, as it is expected that I might not be able to contact you if there is a change in contact information, etc., I will publish an outline of the research on the ○○ website, and if you do not wish to participate in the research, you can express this intention via the website.