Information sheet and informed consent sheet templates are provided below. The text proposed can be modified depending on the project’s characteristics. Footnotes are informative: please take them into consideration and delete them before saving the final version of the document. Please also delete this paragraph before submitting the form for review.

**Information Sheet**

**Title of the research project:** [Project title]

**Principal Investigator:** Prof./Dr. XYZ, [work address], xyz@upf.edu

**Institution:** Universitat Pompeu Fabra [or name of the relevant institution]

**Funding body:** This project is funded by [funding body, award/grant ID].

**Objectives and duration of the project:** The goal of this study is [please describe the goal of your project without revealing details or hypotheses that may bias participants’ responses]. The duration of this project is [please indicate the duration of the project].

**Methodology and participation:** [Describe the methodology, especially the procedures related to subjects’ participation. Indicate clearly the estimated time to complete the participation, the number of sessions, the tasks to be carried out and where they will take place, as well as any other important details.]

**Inclusion criteria for participation:** [List the inclusion criteria for participation here.]

**Privacy:** [Indicate the measures adopted to preserve participants’ privacy and list the host institutions of all team members who will have access to the personal data; e.g., *In order to protect your privacy, we will not identify your data with your name, but rather with a code that will only be known to the research team members. In order to make data only accessible to research team members, physical data will be stored in a locked secure location and digital data will be stored with access control systems. In the event of data publication, only anonymous data will be published. Anonymized data may be hosted or published in a public repository.* If the data is anonymized at the time of collection, make it clear that researchers will not be able to delete it; e.g., *The data collected during the experiment cannot be used to identify you. Thus, once the experiment concludes, we will not be able to delete the data you generated, should you ask for it.*]

**Compensation:** Your participation will be compensated [indicate how. Specify if compensation requires complete participation.]

**Risks and benefits:** [Describe the risks associated with participation. If there are no specific risks, you may use the following text: *Participating in this study does not entail risks greater than those ordinarily encountered in daily life.* Describe benefits associated with participation. If no benefits have been identified, you may use the following text: *We cannot and do not guarantee that you will receive any benefits from this study*.]

**Voluntary nature of participation:** Your participation in this study is on a voluntary basis and you may withdraw from the study at any time without having to justify why.

**Contact information:** If you have any question about this study, you may contact the IP (Prof. XYZ, [xyz@upf.edu](mailto:xyz@upf.edu)) or [contact information of another research team member].

If you have doubts, complaints, or questions about this study or about your rights as a research participant, you may contact UPF’s Institutional Committee for the Ethical Review of Projects (CIREP) by phone (+34 93 542 21 86) or by email ([secretaria.cirep@upf.edu](mailto:secretaria.cirep@upf.edu)). CIREP is not part of the research team and will treat any information you send confidentially.

[If UPF is responsible for the personal data processing, please include this information note at the end of the information sheet:

*In accordance with the General Data Protection Regulation (GDPR) 2016/679 (EU), we provide the following information:*

***Data controller:*** *Universitat Pompeu Fabra. C. de la Mercè, 12. 08002 Barcelona. Tel. +34 93 542 20 00. You can contact UPF’s Data Protection officer by sending an email to* [*dpd@upf.edu*](mailto:dpd@upf.edu)*.*

***Purposes of the processing:*** *Carrying out the above-mentioned research project. Personal data will be kept during the execution of the project and for two more years after its conclusion for scientific validation.[[1]](#footnote-1)*

***Legal basis:*** *Data owner’s consent. You can withdraw your consent at any time.*

***Recipients (option 1):****[[2]](#footnote-2) Your personal data will only be processed by Universitat Pompeu Fabra and will not be transferred to third parties without your consent, except as otherwise provided by law. Data may be anonymized and published in an open science repository.*

***Recipients (option 2):*** *Your personal data will be processed by Universitat Pompeu Fabra and…[[3]](#footnote-3) Data may be anonymized and published in an open science repository.*

***Rights:****You can access your data; request their rectification, deletion, and in certain cases their portability; you may object to their processing and apply for their limitation by following the procedures described at* [*www.upf.edu/web/proteccio-dades/drets*](http://www.upf.edu/web/proteccio-dades/drets)*. You can contact UPF’s Data Protection officer (*[*dpd@upf.edu*](mailto:dpd@upf.edu)*) for any queries or if you feel that your rights are not properly respected. Should you not be satisfied, you may file a complaint with the Catalan Data Protection Authority (apdcat.gencat.cat).*]

**Informed Consent Form**

**Title of the research project:** [Project title]

**Principal investigator:** Prof./Dr. XYZ, [work address], [xyz@upf.edu](mailto:xyz@upf.edu)

**Institution:** Universitat Pompeu Fabra [or the name of the relevant institution]

I HEREBY CONFIRM that:

* I have read the information sheet regarding the research project,
* I have been able to formulate questions on the project,
* I have received enough information on the project,
* I fulfill the inclusion criteria, and I am between […] and […] years old.[[4]](#footnote-4)

I UNDERSTAND that my participation is voluntary and that I can withdraw from or opt out of the study at any time without any need to justify my decision.

I GIVE MY CONSENT to participate in this study.

[[5]](#footnote-5) I GIVE MY CONSENT to […].[[6]](#footnote-6)

First and last name(s):  
Signature:  
Place and date:

[If UPF is responsible for the personal data processing, please include the same information note you included at the end of the information sheet here.]

1. The retention period can be adapted to the project’s needs. [↑](#footnote-ref-1)
2. Choose the most convenient option (1 or 2). [↑](#footnote-ref-2)
3. If necessary, add other recipients (specific ones or categories). Contracts with specific clauses on data protection will have to be signed. Types of recipients:

   * companies hired to provide a service that requires personal data processing (e.g., fieldwork);
   * collaborating entities that have access to or process personal data (e.g., collaborative projects involving several universities);
   * third parties that could have access to the data: e.g., in case of image publications for a presentation, scientific publications, or the project’s web page, or in case of possible secondary use of personal data for future projects (explicit consent is needed).

   It is mandatory to indicate data transfers outside the European Economic Area (where the GDPR and its requirements apply) and the requirements established by the GDPR must be complied with. In addition, publication of data online is considered a type of data transfer and participants need to be duly informed about it. [↑](#footnote-ref-3)
4. Please indicate the age range according to the project’s inclusion criteria. [↑](#footnote-ref-4)
5. Add checkboxes so that participants can select the options they want when all of them are not required to carry out the research project. [↑](#footnote-ref-5)
6. Add all the types of processing that require explicit consent from the participant. Options include:

   1. recording my voice or image,
   2. processing of special categories of data (indicate the types of data that will be processed),
   3. reuse of my personal data for other projects by the same UPF research group,
   4. transmission of my personal data to be used in projects in the same field carried out by different research groups,
   5. transfer of my personal data to countries outside the European Economic Area,
   6. publication of identifying data (such as my image or voice).

   [↑](#footnote-ref-6)