



## **UKRN Survey on Open and Transparent Research Practices (UKRN OTRP Survey)**

### **Participant Information Sheet (PIS)**

This is a research project undertaken at the University of Manchester on behalf of UKRN and its affiliated institutions. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

### **About the research**

#### **➤ Who will conduct the research?**

##### *Primary Investigators:*

**Name:** Prof Andrew Stewart  
**Address:** Department of Computer Science, University of Manchester, Oxford Rd,  
Manchester M13 9PL  
**Email:** [andrew.i.stewart@manchester.ac.uk](mailto:andrew.i.stewart@manchester.ac.uk)

**Name:** Dr Lukas Hughes-Noehrer  
**Address:** Department of Computer Science, University of Manchester, Oxford Rd,  
Manchester M13 9PL  
**Email:** [lukas.noehrer@manchester.ac.uk](mailto:lukas.noehrer@manchester.ac.uk)

##### *Collaborators:*

Martin Turner (Babraham Institute), Karin Wahl-Jorgensen (Cardiff University), Jim Grange (Keele University), Tim Newton (King's College London), Candy Rowe (Newcastle University), Thomas Pollet (Northumbria University), David Foxcroft (Oxford Brookes), Dominic Wells (Royal Veterinary College), David Shanks (University College London), Gary Macfarlane (University of Aberdeen), Julie Barnett (University of Bath), Marcus Munafò (University of Bristol), Stephanie Rossit (University of East Anglia), Malcolm Macleod (University of Edinburgh), Mark Kelson (University of Exeter), Miles Padgett (University of Glasgow), Thomas Rhys Evans (University of Greenwich), Iain Brennan (University of Hull), Mark Purnell (University of Leicester), Bill Greenhalf (University of Liverpool), Laura Fortunato (University of Oxford), Etienne Roesch (University of Reading), Tom Stafford (University of Sheffield), David Steynor (University of Southampton), Emily Farran (University of Surrey), Seb Oliver (University of Sussex), Maria Uther (University of Wolverhampton)

➤ **What is the purpose of the research?**

The purpose of this research is to establish what the level and perception of Open and Transparent Research Practices are at these institutions. The results of this survey will be used to provide insight into the open research practices that are used and recognised/rewarded across disciplines and institutions. The results will also help identify training gaps. We are interested in gathering responses about both Quantitative AND Qualitative research practices. Additionally, we are interested in responses from both those who already use open research practices, and those that do not.

➤ **Will the outcomes of the research be published?**

The primary outcome of the research will be quantitative and qualitative data. This data will be used for future research by the named researchers above. Anonymised data will be made publically available to support future research.

The data and outcomes will be included in research and teaching publications as well as reports.

➤ **Who has reviewed the research project?**

The project has ethical approval by the University of Manchester (Ref: 2022-15389-26232).

➤ **Who is funding the research project?**

This project is funded by the **Research England Development Fund (REDF)**.

## **What would my involvement be?**

➤ **What would I be asked to do if I took part?**

By participating you are agreeing to take part in an online survey. We anticipate that the participation will take no more than 20 minutes of your time.

➤ **Will I be compensated for taking part?**

This study is incentivised. You have the chance to enter a prize draw at the end of a study via a separate survey form to win one of ten £50.00 (Fifty Pound) Amazon vouchers (10 vouchers per partaking institutions). The data collected to take part in the prize draw is not linked to the OTRP Survey.

➤ **What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you do decide to take part, please indicate your consent on the online form. If you decide to take part you are still free to withdraw at any time by closing the browser window without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once you submit the last response. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

## **Data Protection and Confidentiality**

### **➤ What information will you collect about me?**

We are not collecting any “person identifying information” (PII) during our [online survey](#). If you choose to be contacted about the outcome of the research via sending an email to one of the PIs or the institutional lead of your institution (noted as collaborators at the beginning of this document), then this contact information will only be used for this purpose and will be deleted once you have been informed. You will only be contacted once. If you wish to opt-out of this communication, then you should contact the research team.

We do collect PII should you decide to enter the [prize draw](#). This data will be collected, stored, and destroyed according to Data Protection and Governance regulations and will only be used for the purpose of choosing the winners. The data will not be shared with anyone outside the University of Manchester and will be destroyed after winners have been randomly chosen. Data collected for the prize draw is not linked to your survey responses to protect your anonymity.

### **➤ Under what legal basis are you collecting this information?**

We are collecting and storing all information in accordance with data protection laws that protect your rights. These state that we must have a legal basis (specific reason) for collecting data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

### **➤ What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](#).

### **➤ Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

- ✓ Data will be stored on an encrypted server and will be backed up to a secure store.
- ✓ Experimental data will be shared for research purposes but you will not be identifiable from the data.
- ✓ Experimental data will be used in future research studies.
- ✓ Experimental data will be stored on a data repository, is anonymous, and may be used under the stated license agreement

When you agree to take part in a research study, the information you provide may be shared with researchers running other research studies in this and other organisations. The future

research will be of a similar nature to this research project and will concern open and transparent research practices. Your information will only be used by this organisation and researchers to conduct research in accordance with [The University of Manchester's Research Privacy Notice](#). This information will not identify you and will not be combined with other information in a way that could identify you.

So that we can provide the Amazon voucher as a thank you for your time, your full name and email address will be shared with our Finance department who will send the voucher to you. Your full name and email address will be securely retained by Finance for a period of up to 7 years for audit purposes only and then destroyed. It will not be used for them for any other purpose.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned.

## **What if I have a complaint?**

### **➤ Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

**Prof Andrew Stewart**

The University of Manchester  
Oxford Road, Manchester, M13 9PL  
[andrew.j.stewart@manchester.ac.uk](mailto:andrew.j.stewart@manchester.ac.uk)

OR

**Dr Lukas Hughes-Noehrer**

The University of Manchester  
Oxford Road, Manchester. M13 9PL.  
[lukas.noehrer@manchester.ac.uk](mailto:lukas.noehrer@manchester.ac.uk)

**If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact**

The Research Governance and Integrity Officer, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk) or by telephoning 0161 306 8089.

If you wish to contact us about your data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner's Office about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

## **Contact Details**

If you have any queries about the study please contact:

**Dr Lukas Hughes-Noehrer**

Department of Computer Science, The University of Manchester

Kilburn Building, LF 1

Oxford Road, Manchester, M13 9PL

[lukas.noehrer@manchester.ac.uk](mailto:lukas.noehrer@manchester.ac.uk)