**INFORMATION SHEET FOR PARTICIPANTS**

**Title of Study: Powering Productivity**

**Invitation Paragraph**

We are a team of researchers at the Universities of Surrey and Loughborough. We would like to invite you to participate in this research project for the UK Economic and Social Research Council. You should only participate if you want to; choosing not to take part will not disadvantage you in any way. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information.

**What is the purpose of the study?**

The aim of this study is to map the relationship between energy/wellbeing [delete as appropriate] and UK productivity. During this study you will be asked to provide information on current research in this area, to contribute to the production of system maps showing connections between energy/wellbeing [delete as appropriate] and UK productivity, and provide feedback on drafts of a literature review. The intention is that this research will inform future ESRC funding directions with respect to productivity.

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

Participants have been selected on the basis of their expertise in energy/wellbeing [delete as apppropriate] and/or productivity. You were identified as an expert in this area by a member of the project team/the ESRC productivity team [delete as appropriate]. Your email was obtained from your public webpage.

**Do I have to take part?**

Participation is voluntary. You do not have to take part. You should read this information sheet and if you have any questions you should ask the research team.

**What will happen to me if I take part?**

If you decide to take part you will be asked to sign a consent form. You will then see a 3 question survey. In relation to energy/wellbeing [delete as appropriate] and productivity research, you will be asked to identify 1) key issues and themes 2) key articles, books, or grey literature, 3) key authors/research groups that we may approach as part of this project.

You will then be invited to participate in a mapping work shop on [date] or [date] at [venue] in London. The workshop will start at [time] and end at [time].

We are able to cover reasonable travel expenses [and one nights accommodation?].

At the workshop you will be asked to discuss and work with other participants from a range of academic and professional backgrounds to construct systems maps of the links between energy/wellbeing [delete as appropriate] and UK productivity. Ahead of the workshop you will be sent a briefing note and a preliminary map.

Following the workshop you will be sent the initial synthesis map coming from the workshop and an outline of a literature review of the relationship between energy/wellbeing [delete as appropriate] and UK productivity. You will be asked to feedback on these. At a later date, you will be sent a draft of the full literature review and revision of the map. At this stage you will have the opportunity to offer further comments before they are submitted to the ESRC.

There are limits to the anonymity possible within this research. All participants have been selected on the basis of expertise in the field of energy/wellbeing [delete as appropriate] and UK productivity. Therefore it may be possible for researchers, and potentially the funders at the ESRC, to identify you at any stage. It is possible to participate in the survey stage without entering any personal details. In the workshop and feedback stage details will be organised through email, and therefore we can only offer limited confidentiality. In these stages you will be identifiable to researchers, who will hold personal information including email addresses, names and institutional affiliations.

On the consent form you are free to choose whether or not your participation is acknowledged in project outputs. At the workshop, there will be no audio or video recordings. However, we intend to take photographs for publicity purposes, please inform member of the project team if you do not wish to be photographed.

**What are the possible benefits and risks of taking part?**

The information we will get from the study is intended to shape future ESRC funding calls. As a participant you have the opportunity to shape future research in this area.

The main disadvantage to taking part in the study is the time commitment.

**How is the project being funded?**

The project is being funded by a grant from the Economic and Social Research Council, https://esrc.ukri.org/

This study has been given a favourable ethical opinion by the University of Surrey Ethics Committee.

**What if something goes wrong?**

If you wish to make a complaint about the conduct of the study you can contact Professor Tim Jackson or Professor Richard Murphy using the details below for further advice and information:

Professor Tim Jackson

t.jackson@surrey.ac.uk

Centre for Environment and Sustainability, FEPS

University of Surrey

Guildford

UK

GU2 7XH

Professor Richard Murphy

r.murphy@surrey.ac.uk

Centre for Environment and Sustainability, FEPS

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The University has in force the relevant insurance policies which apply to this study. If you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should follow the instructions given above.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please contact me using the following contact details:

Dr Simon Mair

s.mair@surrey.ac.uk

Centre for Environment and Sustainability, FEPS

University of Surrey

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**Who is Handling My Data?**

The University of Surrey, as the sponsor, will act as the ‘Data Controller’ for this study. We will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly. This information will include your name, email address, current institutional affiliation and position, which is regarded as ‘personal data’. We will use this information as explained in the ‘What is the purpose of the study’ section above.

**What will happen to my data?**

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of **public interest**. This means that when you agree to take part in this research study, we will use your data in the ways needed to conduct and analyse the research study.

Data from the surveys and workshops will be offered to the UK Data Archive. The UK Data Archive houses several thousand datasets of interest to researchers, teachers and students who work in the social sciences or humanities, and makes this material available for use in research and learning. When offered, the data will be anonymised in accordance with your preferences for anonymity as expressed on the consent form. If you wish to be anonymous, any identifiers will be removed and pseudonyms used to break the link between data and identifiable individuals as far as is possible.

All project data related to the administration of the project, (e.g. consent form) will be held for at least 6 years and all research data for at least 10 years in accordance with University policy. Your personal data will be held and processed in the strictest confidence, and in accordance with current data protection regulations.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you decide to withdraw your data from the study, we may not be able to do so. We will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information [https://www.surrey.ac.uk/information-management/data-protection and/or by contacting dataprotection@surrey.ac.uk].

**What will happen to the results of the study?**

We will produce a final report summarising the main findings, which will be made available online at www.cusp.ac.uk. We also plan to disseminate the research findings through publication and conferences.

**Will my data be used for future research?**

When you agree to take part in a research study, the information we collect may be provided to researchers running other research studies in this organisation and in other organisations. These organisations may be universities, NHS organisations or companies involved in research in this country or abroad. Your information will only be used by organisations and researchers to conduct research and processed on the basis of public interest.

**What if I want to complain about the way data is handled?**

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Mr James Newby who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner’s Office (ICO) (<https://ico.org.uk/>).

For contact details of the University of Surrey’s Data Protection Officer please visit: <https://www.surrey.ac.uk/information-management/data-protection>

**Limits to confidentiality**

Please note that confidentiality may not be guaranteed; due to the limited size of the participant sample. The survey can be completed pseudo-anonymously: you do not have to enter any personal information. However, if you wish to participate in the workshop and in the feedback process we need to collect your name and contact details. On the consent form you will be able to express your preference for anonymity, including if you would like your participation to be acknowledged in project outputs.

**Thank you for reading this information sheet and for considering taking part in this research.**