



The
University
Of
Sheffield.

School
Of
Architecture.

Participant Consent Form

Title of Research Project: Urban Education Live

Please initial box:

- 1 I confirm that I have read and understood the information sheet explaining the above research project and I have had the opportunity to ask questions about the project.
- 2 I understand that my participation is voluntary and that **I am free to withdraw at any time without giving any reason** and without there being any negative consequences. In addition, should I not wish to answer any particular question or questions, **I am free to decline.**
- 3 I agree to be identified as a participant in this research with my full name and affiliated organisation / group.
(If you would like your data to be anonymised, do not initial this box.)
- 4 I understand that I and my work might be photographed and recorded on video or voice recorder for purposes of analysis by the research team. Resulting sound, video and image files will be stored securely in password protected digital files and devices accessible only by the research team. I give permission for the photos and the recordings of me or my work to be used for illustration in research-related academic publications, conferences, academic teaching as well as online publications and blog posts.
(If you do not wish to have photos taken of you or your work, do not initial this box.)
- 5 I give permission for the research team to have access to the data collected from/about me.
- 6 I agree for the data collected from me to be used in future research.
- 7 I agree to take part in the above research project.

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Name of Participant
(or legal representative)

Date

Signature

Name of person taking consent
To be signed and dated in presence of the participant

Date

Signature

Copies: participant should receive a copy of the completed consent form and information sheet.

Information Sheet

Research Project Title
Urban Education Live: Innovative Urban Education in Live Settings
Invitation
<p>You are being invited to take part in a research project. Before you decide it is important for you to understand why the research is being done and what it 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. Take time to decide whether or not you wish to take part.</p> <p>Thank you for reading this.</p>
What is the project's purpose?
<p>We will work towards finding out how communities and universities can work together to make their cities better. We will explore how communities and universities are currently working together in the built environment, and how it can be made better by encouraging people's contribution to urban spaces.</p>
Do I have to take part?
<p>No - it is up to you to decide whether or not to take part.</p> <p>If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form.</p> <p>You can still opt out at any time without giving us a reason. You can also choose not to share your name with us, and your answers will be completely anonymised.</p>
What will happen to me if I take part?
<p>We would like to ask you some questions about your experience within a group working in the city of Sheffield. This will help us better understand what happened in your collaboration and in what ways it was successful.</p> <p>We might ask you questions in a form of a survey, an interview with you individually, or in a roundtable discussion alongside other individuals from Sheffield-based initiatives and groups.</p> <p>We do not expect any disadvantages or risks associated with your taking part in this research.</p>
What are the possible benefits of taking part?
<p>The data and results of this research will be shared with all people taking part.</p> <p>Your interview will be part of a larger group of interviews conducted over a period of time, so you might find it helpful to learn from other groups and individuals with similar experiences in the city of Sheffield.</p>

Will I be recorded, and how will the recorded media be used?
Sound recordings will be made of your interview and these will be transcribed for later analysis. Photographs and video recordings might additionally be made of you and your work. The resulting digital sound files, photograph files and transcripts will be stored in a password protected file-share system and on the research team password protected personal electronic devices while they are being analysed. Physical prints of transcripts will be kept in a locked cabinet in the University project office base when they are not being analysed. If you give consent for the data to be used in future research, following the completion of the project, the photographs and recordings will be stored on a digital hard drive and kept in a locked cabinet on university premises. If you do not give consent for future use of the data, then the files and any transcripts will be deleted/destroyed at the end of the project.
Will my taking part in this project be kept confidential?
In the consent form, you can choose to keep your answers completely confidential. In this case, we will anonymise all your data, and ensure to the best of our efforts to make sure your identity cannot be inferred from context.
What will happen to the results of the research project?
The information that you provide will inform a range of research outputs including teaching materials, conference presentations, online publications, blog posts, social media announcements, research reports and academic journal papers.
Who is organising and funding the research?
The research is organised by a research team in the School of Architecture, University of Sheffield and funded by the Economic and Social Research Council.
Who has ethically reviewed the project?
This project has been ethically approved via the University of Sheffield School of Architecture's ethics review procedure. The University of Sheffield's Research Ethics Committee monitors the application and delivery of the University's Ethics Review Procedure across the University.

Contact for further information:

Principal Investigator	Carolyn Butterworth Email: c.butterworth@sheffield.ac.uk
Telephone No	+ 44 114 222 0308
Address	School of Architecture, Arts Tower, Western Bank, University of Sheffield, Sheffield, S10 2TN

What if something goes wrong?

Should you wish to raise a complaint about your treatment by the researcher or about something serious occurring during or following your participation in the project, please contact the principle investigator (see above). If you feel your complaint has not been handled to your satisfaction, you can contact the Sheffield School of Architecture Head of Department Professor Karim Hadjri.

email: k.hadjri@sheffield.ac.uk, **Arts Tower, Western Bank, Sheffield. S10 2TN.**
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