|  |  |  |
| --- | --- | --- |
| Dr George Redhead  Post-Doctoral Research Fellow  04 November 2021 |  | Faculty of Social Sciences  Norwich Business School  University of East Anglia  Norwich Research Park  Norwich NR4 7TJ  United Kingdom  Email: g.redhead@uea.ac.uk  Web: www.uea.ac.uk |

**A blueprint for entrepreneurial places which are cared for**

**PARTICIPANT INFORMATION SHEET**

**(1) What is this study about?**

You are invited to take part in a research study about the relationship between small and medium-sized businesses and Cambridge. You have been invited to participate in this study because we are returning to the area in order to further investigate this relationship and establish the importance of understanding how our businesses interact with, and rely on, the locale and community in which they are based, especially having recently faced the challenges arising from COVID-19 and the implementation of Brexit. This Participant Information Sheet tells you about the research study. Knowing what is involved will help you decide if you want to take part in the study. Please read this sheet carefully and ask questions about anything that you don’t understand or want to know more about.

Participation in this research study is voluntary. By giving consent to take part in this study you are telling us that you:

* Understand what you have read.
* Agree to take part in the research study as outlined below.
* Agree to the use of your personal information as described.
* You have received a copy of this Participant Information Sheet to keep.

**(2) Who is running the study?**

The study is being carried out by the following researcher(s): Dr George Redhead, Prof. Zografia Bika, University of East Anglia.

This study is being funded by ESRC.

**(3) What will the study involve for me?**

We would be extremely grateful if you could spare an hour to participate in a face-to-face interview within your premises. This interview will concern how you and your business engage with, and feel about, Cambridge.

You will have the opportunity to review information generated about you prior to publication.

1. **How much of my time will the study take?**

Approximately 1 hour in length.

**(5) Do I have to be in the study? Can I withdraw from the study once I have started?**

Being in this study is completely voluntary and you do not have to take part. Your decision whether to participate will not affect your current or future relationship with the researchers or anyone else at the University of East Anglia now or in the future.

If you decide to take part in the study, you can withdraw your consent up to the point that your data is fully anonymised. You can do this by getting in contact with the lead researcher within 30 days of the interview.

**(6) What are the consequences if I withdraw from the study?**

You are free to stop the interview at any time. Unless you say that you want us to keep them, any recordingswill be erased and the information you have provided will not be included in the study results. You may also refuse to answer any questions that you do not wish to answer during the interview. If you decide at a later time to withdraw from the study your information will be removed from our records and will not be included in any results, up to the point we have analysed and published the results.

**(7) Are there any risks or costs associated with being in the study?**

Aside from giving up your time, we do not expect that there will be any risks or costs associated with taking part in this study.

**(8) Are there any benefits associated with being in the study?**

Participants will benefit through helping to tailor the need for political counter action post-COVID & Brexit whilst simultaneously experiencing a cathartic journey for individuals recounting their life stories and how they managed to make progress regardless of exogenous and/or endogenous factors.

This research topic is of increasing relevance given now EU regional development funds have gone there is rising uncertainty about how the Shared Prosperity Fund will be implemented, particularly as socio-spatial inequalities are on the rise due to COVID-19, making the modern ‘levelling up’ political mantra even harder to achieve.

**(9) What will happen to information provided by me and data collected during the study?**  
You, and all of the information you provide, will remain completely anonymous and no records of the interview will be kept with your name on them. Only pertinent quotes from the in-depth interviews shall be included within the proposed body of work with no sensitive nor identifiable information to do with you, your business or your practices being shared. You can answer in as little or as much detail as you feel comfortable with. The measures taken to anonymise your responses will continue to use pseudonyms at all points of reference as well as omitting precise and detailed information, such as names, companies, industry specifics and any other points which may threaten anonymity.

Your personal data and information will only be used as outlined in this Participant Information Sheet, unless you consent otherwise. Data management will follow the Data Protection Act 2018 (DPA 2018) and UK General Data Protection Regulation (UK GDPR), and the University of East Anglia's [Research Data Management Policy](https://www.uea.ac.uk/documents/20142/130807/RINopen-researchresearch-data-management-policy.pdf/f1b1f3d6-4b8e-d2f7-2dfc-8512d6249bd8?t=1590588842221).

The information you provide will be stored securely and your identity will be kept strictly confidential, except as required by law. Study findings may be published, but you will not be identified in these publications if you decide to participate in this study.

Study data may also be deposited with a repository to allow it to be made available for scholarly and educational purposes. The data will be kept for at least 10 years beyond the last date the data were accessed. The deposited data will not include your name or any identifiable information about you.

Also, I would like to ask for your permission to audio record this interview. This is so that there is an accurate recording of your responses and opinions, improving the validity of the data set. This will also facilitate the analysis of the data which will have to be conducted at a later date.

**(10) What if I would like further information about the study?**

When you have read this information, Dr George Redhead (g.redhead@uea.ac.uk, 07535 217937) will be available to discuss it with you further and answer any questions you may have.

**(11) Will I be told the results of the study?**

You have a right to receive feedback about the overall results of this study. You can tell us that you wish to receive feedback by ticking the relevant box on the consent form. This feedback will be in the form of a one page lay summary of the findings. This feedback will be made accessible at the end of the project.

**(12) What if I have a complaint or any concerns about the study?**

If there is a problem please let me know. You can contact me via the University of East Anglia at the following address:

Mr George Redhead

Norwich Business School

University of East Anglia

NORWICH NR4 7TJ

g.redhead@uea.ac.uk

07535 217937

If you are concerned about the way this study is being conducted or you wish to make a complaint to someone independent from the study, please contact the Head of Norwich Business School Prof Olga Tregaskis, O.Tregaskis@uea.ac.uk, 01603 591089.

**(13) How do I know that this study has been approved to take place?**

To protect your safety, rights, wellbeing and dignity, all research in the University of East Anglia is reviewed by a Research Ethics Body. This research was approved by the NBS S-REC (Norwich Business School Research Ethics Subcommittee).

**(14) What is the general data protection information I need to be informed about?**

According to data protection legislation, we are required to inform you that the legal basis for processing your data as listed in Article 6(1) of the UK GDPR is because this allows us to process personal data when it is necessary to perform our public tasks as a University.

In addition to the specific information provided above aboutwhy your personal data is required and how it will be used, there is also some general information which needs to be provided for you:

* The data controller is the University of East Anglia.
* For further information, you can contact the University’s Data Protection Officer at [dataprotection@uea.ac.uk](mailto:dataprotection@uea.ac.uk)
* You can also find out more about your data protection rights at the [Information Commissioner's Office (ICO)](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).
* If you are unhappy with how your personal data has been used, please contact the University’s Data Protection Officer at [dataprotection@uea.ac.uk](mailto:dataprotection@uea.ac.uk) in the first instance.

**(15) OK, I want to take part – what do I do next?**

You need to fill in one copy of the consent form and return it to the lead researcher.Please keep the letter, information sheet and the second copy of the consent form for your information.

**(16) Further information**

This information was last updated on 04 November 2021.

If there are changes to the information provided, you will be notified by the lead researcher before the interview begins.

# This information sheet is for you to keep

**PARTICIPANT CONSENT FORM (First Copy to Researcher)**

I, ................................................................................... [PRINT NAME], **am** willing to participate in this research study.

In giving my consent I state that:

* I understand the purpose of the study, what I will be asked to do, and any risks/benefits involved.
* I have read the Participant Information Sheet, which I may keep, for my records, and have been able to discuss my involvement in the study with the researchers if I wished to do so.
* The researchers have answered any questions that I had about the study and I am happy with the answers.
* I understand that being in this study is completely voluntary and I do not have to take part. My decision whether to be in the study will not affect my relationship with the researchers or anyone else at the University of East Anglia now or in the future.
* I understand that I may stop the interview at any time if I do not wish to continue, and that unless I indicate otherwise any recordings will then be erased and the information provided will not be included in the study results. I also understand that I may refuse to answer any questions I don’t wish to answer.
* I understand that the results of this study may be published but that any publications will not contain my name or any identifiable information about me.
* I understand that personal information about me that is collected over the course of this project will be stored securely and will only be used for purposes that I have agreed to. I understand that information about me will only be told to others with my permission, except as required by law.

I consent to:

🞏 🞏

🞏 🞏

Audio-recording YES 🞏 NO 🞏

🞏 🞏

🞏 🞏

🞏 🞏

🞏 🞏

Reviewing transcripts YES 🞏 NO 🞏

🞏 🞏

🞏 🞏

🞏 🞏

🞏 🞏The data collected in this study may be deposited with a repository to allow it to be made available for scholarly and educational purposes, but the data will not contain my name or any identifiable information about me.

I consent to: Deposit of data in a repository YES 🞏 NO 🞏

🞏 🞏

🞏 🞏

🞏 🞏

🞏

🞏

Would you like to receive feedback about the overall results of this study?

YES 🞏 NO 🞏

If you answered **YES**, please indicate your preferred form of feedback and address:

🞏 Postal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

...................................................................

**Signature**

...................................................................

**PRINT name**

...................................................................

**Date**

**PARTICIPANT CONSENT FORM (Second Copy to Participant)**

I, ................................................................................... [PRINT NAME], **am** willing to participate in this research study.

In giving my consent I state that:

* I understand the purpose of the study, what I will be asked to do, and any risks/benefits involved.
* I have read the Participant Information Sheet, which I may keep, for my records, and have been able to discuss my involvement in the study with the researchers if I wished to do so.
* The researchers have answered any questions that I had about the study and I am happy with the answers.
* I understand that being in this study is completely voluntary and I do not have to take part. My decision whether to be in the study will not affect my relationship with the researchers or anyone else at the University of East Anglia now or in the future.
* I understand that I may stop the interview at any time if I do not wish to continue, and that unless I indicate otherwise any recordings will then be erased and the information provided will not be included in the study results. I also understand that I may refuse to answer any questions I don’t wish to answer.
* I understand that the results of this study may be published but that any publications will not contain my name or any identifiable information about me.
* I understand that personal information about me that is collected over the course of this project will be stored securely and will only be used for purposes that I have agreed to. I understand that information about me will only be told to others with my permission, except as required by law.

I consent to:

🞏 🞏

🞏 🞏

Audio-recording YES 🞏 NO 🞏

🞏 🞏

🞏 🞏

🞏 🞏

🞏 🞏

Reviewing transcripts YES 🞏 NO 🞏

🞏 🞏

🞏 🞏

🞏 🞏The data collected in this study may be deposited with a repository to allow it to be made available for scholarly and educational purposes, but the data will not contain my name or any identifiable information about me.

I consent to: Deposit of data in a repository YES 🞏 NO 🞏

🞏 🞏

🞏 🞏

🞏 🞏

🞏

🞏

Would you like to receive feedback about the overall results of this study?

YES 🞏 NO 🞏

If you answered **YES**, please indicate your preferred form of feedback and address:

🞏 Postal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

...................................................................

**Signature**

...................................................................

**PRINT name**

...................................................................

**Date**