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**Meeting food vulnerability needs during COVID-19**

**Stakeholder Participant Information Sheet**

**30th June 2020**

You are being invited to take part in the ‘Meeting food vulnerability needs during COVID-19’ research project. This sheet sets out information about the project and what participation would involve.

**About the research**

This research is funded by the Economic and Social Research Council (ESRC) as part of the UKRI *Ideas to Address COVID-19* grant call. The research will map and monitor responses to food vulnerability during the COVID-19 outbreak.

Working collaboratively with partners and stakeholders including from governments, charities and NGOs as well as people with lived experience of these support systems, the aim of the research is to produce real time monitoring and analysis of food support systems, to inform food access policy and practice, during the COVID-19 outbreak. The project runs for 18 months from 9th July 2020 to 9th January 2022.

The research is led by a team of researchers from the Universities of Sheffield and King’s College London and working with NGO partners Sustain and Church Action on Poverty. Dr Hannah Lambie-Mumford and Dr Rachel Loopstra are leading the project.

**What participation will involve**

You are being invited to take part in the research because you are a stakeholder involved in work on issues of, or relevant to, food access during the COVID-19 response – either at a national level or in a local case study area.

We are inviting ongoing participation in this monitoring work which may involve – at different points in the project – being invited to contribute to monitoring workshops, one-to-one interviews, telephone calls for monitoring updates and an ongoing option to contribute written feedback to our online monitoring form. This form provides details on each of these modes of participation, though depending on capacity and workload you may of course end up contributing in some ways and not others.

**Workshops** will bring you together with other stakeholders to discuss responses to food access issues during COVID-19 and will involve group discussions and the opportunity to provide written and verbal reflections on how these systems are working from your perspective. These workshops will be recorded and transcribed. Transcripts will be anonymised as will all written data collected.

**You may also take part in an individual** **interview. These** would last around an hour and provide an opportunity for you to reflect in more detail from your own/your organisation’s perspective on these systems, how they have worked, and what you think the next steps should be. Interviews will be audio recorded and transcribed and also anonymised. **Phone calls** would provide the opportunity for quicker, more informal contribution to the research. These calls could last as long as you would like, and anonymous written notes would be taken by the researcher. A **monitoring Googleform** will be available through which you can submit written reflections throughout the project – these can be as long or short as you wish. Any data submitted through this form will be anonymised and an implied consent procedure is in place for all submissions.

You are free to withdraw from participating in this project at any time. Because data will be feeding into regular monitoring reporting, and will be anonymised on an ongoing basis, the latest you can withdraw any data you provide to the research is 1 week following any workshop, interview, or telephone call.

**How we will use your data**

Any data you provide will be anonymised. This includes all data collected from you in workshop contributions (verbal and written comments), interviews, phone calls or through the online monitoring form. In the write up of the research, your contributions will be attributed only to an individual from a stakeholder type – for example ‘national food charity’, ‘devolved government’.

**Research results**

Results of the research will appear in regular monitoring reports which will be published online and freely available. Bigger research reports (an interim report and final report) will also be published online. Research findings will also be published in academic outputs including journal articles and book manuscripts. Presentations of the findings will also be given as appropriate at workshops and events.

**Contact us**

If have any questions before providing consent the research team are happy to speak by phone or email. In the first instance we can be contacted on:

Dr Hannah Lambie-Mumford, Department of Politics and International Relations, University of Sheffield, [h.lambie-mumford@sheffield.ac.uk](mailto:h.lambie-mumford@sheffield.ac.uk) [telephone numbers will be included for researchers where it is possible to forward onto mobiles]

Dr Rachel Loopstra, Department of Nutrition, King’s College London, [rachel.loopstra@kcl.ac.uk](mailto:rachel.loopstra@kcl.ac.uk)

Katy Gordon, Department of Politics and International Relations, University of Sheffield, [K.H.Gordon@sheffield.ac.uk](mailto:K.H.Gordon@sheffield.ac.uk)

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**Meeting food vulnerability needs during COVID-19**

**Stakeholder Participant Information Sheet: interview**

**30th June 2020**

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**About the research**

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**What participation will involve**

You are being invited to take part in the research because you are a stakeholder involved in work on issues of, or relevant to, food access during the COVID-19 response – either at a national level or in a local case study area.

We are inviting you to contribute to the research in the form of an interview. The **interview** would last around an hour and provide an opportunity for you to reflect in more detail from your own/your organisation’s perspective on these systems, how they have worked, and what you think the next steps should be. Interviews will be audio recorded and anonymously transcribed in full.

You are free to withdraw from participating in this project at any time. Because data will be feeding into regular monitoring reporting, and will be anonymised on an ongoing basis, the latest you can withdraw any data you provide to the research is 1 week following your interview.

**How we will use your data**

Any data you provide will be anonymised. In the write up of the research, your contributions will be attributed only to an individual from a stakeholder type – for example ‘national food charity’, ‘devolved government’.

**Research results**

Results of the research will appear in regular monitoring reports which will be published online and freely available. Bigger research reports (an interim report and final report) will also be published online. Research findings will also be published in academic outputs including journal articles and book manuscripts. Presentations of the findings will also be given as appropriate at workshops and events.

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**Meeting food vulnerability needs during COVID-19**

**Stakeholder Participant Information Sheet: research telephone call**

**30th June 2020**

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The research is led by a team of researchers from the Universities of Sheffield and King’s College London and working with NGO partners Sustain and Church Action on Poverty. Dr Hannah Lambie-Mumford and Dr Rachel Loopstra are leading the project.

**What participation will involve**

You are being invited to take part in the research because you are a stakeholder involved in work on issues of, or relevant to, food access during the COVID-19 response – either at a national level or in a local case study area.

We are inviting you to contribute to the research in the form of a research telephone call. The **telephone call** will last no longer than an hour (or as short as you need) and provides the opportunity for you to share your reflections on particular issues relating to support with food access during COVID-19. During the call, anonymous written notes would be taken by the researcher you are speaking to.

You are free to withdraw from participating in this project at any time. Because data will be feeding into regular monitoring reporting, and will be anonymised on an ongoing basis, the latest you can withdraw any data you provide to the research is 1 week following your interview.

**How we will use your data**

Any data you provide will be anonymised. In the write up of the research, your contributions will be attributed only to an individual from a stakeholder type – for example ‘national food charity’, ‘devolved government’.

**Research results**

Results of the research will appear in regular monitoring reports which will be published online and freely available. Bigger research reports (an interim report and final report) will also be published online. Research findings will also be published in academic outputs including journal articles and book manuscripts. Presentations of the findings will also be given as appropriate at workshops and events.

**Contact us**

If have any questions before providing consent the research team are happy to speak by phone or email. In the first instance we can be contacted on:

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**Meeting food vulnerability needs during COVID-19**

**System User Panel Participant Information Sheet**

**30th June 2020**

You are being invited to take part in the ‘Meeting food vulnerability needs during COVID-19’ research project. This sheet sets out information about the project and what participation would involve.

**About the research**

This research is funded by the Economic and Social Research Council (ESRC) as part of the UKRI *Ideas to Address COVID-19* grant call. The research will map and monitor responses to food vulnerability during the COVID-19 outbreak.

Working collaboratively with partners and stakeholders including from governments, charities and other organisations as well as people with lived experience of these support systems, the aim of the research is to produce real time monitoring and analysis of food support systems, to inform food access policy and practice, during the COVID-19 outbreak. The project runs for 18 months from 9th July 2020 to 9th January 2022.

The research is led by a team of researchers from the Universities of Sheffield and King’s College London and working with NGO partners Sustain and Church Action on Poverty. Dr Hannah Lambie-Mumford and Dr Rachel Loopstra are leading the project.

**What participation will involve**

You are being invited to become a member of the project’s ‘system user panel’. As someone with lived experience of receiving support with access to food during the COVID-19 crisis you have unique insight into how these programmes have worked. We are inviting you to share your experiences with us in a range of ways over the duration of the project until January 2022. Working with the research team and the team at Church Action on Poverty, you will be invited to regular workshops, telephone conversations, individual interviews and to share your experiences in other ways (e.g. video, audio and photo logs) throughout. This form provides details on each of these ways to be involved, but the research team will discuss with you your particular circumstances and how you would like to be involved.

**Workshops** will bring you together with other members of the panel – who all have experiences of food support during COVID-19. Facilitated by Church Action on Poverty, these will involve group discussions and the opportunity to provide written and verbal reflections on how these systems are working from your perspective. These workshops will be recorded and anonymously transcribed. Any **interviews** would in most cases last for no more than 90 minutes at a time and provide an opportunity for you to reflect in more detail on your personal experiences. Interviews will be audio recorded and anonymously transcribed in full. **Phone calls** would provide the opportunity for you to have regular catch ups with the research team and feed in any thoughts you might have. These calls could last as long as you would like, and anonymous written notes would be taken by the researcher. Some of the discussions we will have during the workshops, interviews or phone calls may be difficult. If at any point you feel upset you will always have the opportunity to stop the interview, conversation or workshop participation – or pause for a time. An online monitoring form will also be available to the panel throughout the research, through which you can submit written reflections throughout the project – these can be as long or short as you wish. Any data submitted through this form will be anonymised and an implied consent procedure is in place for all submissions.

You are free to stop taking part in this project at any time. Because data will be feeding into regular monitoring reporting, and will be anonymised on an ongoing basis, the latest you can withdraw any data you provide to the research is 1 week following any workshop, interview, or telephone call.

**How we will use your data**

Any data you provide will be anonymised through the process of giving you a pseudonym. All the data you provide will be attributed to this anonymous pseudonym, including in the form of workshop contributions (verbal and written comments), interviews, and phone calls .

**Research results**

Results of the research will appear in regular monitoring reports which will be published online and freely available. Bigger research reports (an interim report and final report) will also be published online. Research findings will also be published in academic outputs including journal articles and book manuscripts. Presentations of the findings will also be given as appropriate at workshops and events.

**Contact us**

If have any questions before providing consent the research team are happy to speak by phone or email. In the first instance we can be contacted on:

Dr Hannah Lambie-Mumford, Department of Politics and International Relations, University of Sheffield, h.lambie-mumford@sheffield.ac.uk [telephone numbers will be included for researchers where it is possible to forward onto mobiles]

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Katy Gordon, Department of Politics and International Relations, University of Sheffield, K.H.Gordon@sheffield.ac.uk

Niall Cooper, Church Action on Poverty, [niallc@church-poverty.org.uk](mailto:niallc@church-poverty.org.uk)

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**Meeting food vulnerability needs during COVID-19**

**Case study Participation Information Sheet**

**30th June 2020**

You are being invited to take part in a further aspect of the research project ‘Meeting food vulnerability needs during COVID-19’. This sheet sets out information about the project and what this additional participation would involve.

**About the research**

This research is funded by the Economic and Social Research Council (ESRC) as part of the UKRI *Ideas to Address COVID-19* grant call. The research will map and monitor responses to food vulnerability during the COVID-19 outbreak.

Working collaboratively with partners and stakeholders including from governments, charities and other organisations as well as people with lived experience of these support systems, the aim of the research is to produce real time monitoring and analysis of food support systems, to inform food access policy and practice, during the COVID-19 outbreak. The project runs for 18 months from 9th July 2020 to 9th January 2022.

The research is led by a team of researchers from the Universities of Sheffield and King’s College London and working with NGO partners Sustain and Church Action on Poverty. Dr Hannah Lambie-Mumford and Dr Rachel Loopstra are leading the project.

**What participation will involve**

You have already been invited to become a member of the project’s ‘system user panel’. You will have been given a separate information sheet and consent form for this and if you have not, please let the research know and they will make sure you have all the information you need.

In addition to taking part in the group panel work, we are also inviting you to take part in some individual case study work. This would involve keeping an **audio, photo or video log of your experiences** accessing food during COVID-19. The research team would provide you with the equipment to undertake this log and will be on hand to help guide you in the process of collecting your data.

You are free to stop taking part in this project at any time. Because data will be feeding into regular monitoring reporting, the latest you can withdraw any data you have already provided to the research is 1 week following any workshop, interview, or telephone call.

**How we will use your data**

Because these logs will capture imagines or your voice, we cannot guarantee that they will be anonymous. You are free to choose whether you would like your case study to be attributed to you personally or anonymised as far as possible through by using a pseudonym.

**Research results**

Results of the research will appear in regular monitoring reports which will be published online and freely available. Bigger research reports (an interim report and final report) will also be published online. Research findings will also be published in academic outputs including journal articles and book manuscripts. Presentations of the findings will also be given as appropriate at workshops and events.

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