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02.12.24

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eSign Study: views on weight management services

PARTICIPANT INFORMATION SHEET

(1) What is this study about?

You are invited to take part in a research study about your views on weight management services. You have been invited to participate in this study because you have expressed an interest in taking part. To take part you must identify as being overweight or interested in weight management support. 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): Tracey Brown and Natalie Tham, School of Health Sciences, University of East Anglia.

This study will take place under the supervision of Dr. Zarnie Khadjesari, Z.Khadjesari@uea.ac.uk, 01603 593891.

This study is being funded by Cancer Research UK.

(3) What will the study involve for me?

Once you have agreed to take part, we will ask you to complete an 'About You' form. This will ask for some personal information (e.g. your age) to use as part of our research, and so we know if you are eligible to take part.

We will invite you to take part in a small discussion group, known as a 'focus group'. This will take place in your local community or online. We will contact you about the date and time of the group and exactly where this will be held. The discussion group would last for approximately two hours. It will be held informally and everyone will have the opportunity to share their views.

We will ask you to talk about your views of weight management services, your experiences of services and thoughts on your ideal service. As part of the group, we will invite you to take part in creating a story board of your experience. This involves filling in activity sheets using drawing or collaging. You will be asked to write a few words detailing your thoughts before sharing with the group. No artistic experience is needed and we will provide all the art materials. We will take photographs of the storyboards (but we will not take photographs of you). In about a year's time, we will also invite you to take part in another focus group to help design text message content. There would be no obligation to take part in both focus groups. We may invite you to give your views in a one-to-one interview instead, if there are not enough people interested in coming along to a focus group. This would be held online/ by telephone or in a public location.

We will ask for your permission to audio-record the discussion, to make sure we accurately represent people's views. You do not need to answer any questions, or share anything that you feel uncomfortable with. Everything you say will be anonymised and so no one outside of the study will know what you said. However, if you tell us something that we think puts you or anyone else at risk of harm, we may feel it necessary to report this to the appropriate persons. Please limit self-disclosure with this in mind. We will not share audio-recordings, or transcripts with anyone in the focus groups, including you. This is to protect individuals' identities. You may take away details of local weight management services if you would like to.

You must be aged 18 years or over to participate, and communicate well in English.

(4) How much of my time will the study take?

The focus group discussion will take approximately two hours. We will have a break for refreshments. If you also choose to take part in the second focus group in a year's time, your total time taken would be about four hours.

(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 or Healthwatch Essex now or in the future.

If you decide to take part in the study, you can withdraw your consent at any time, however any anonymised data, from the point of data analysis, cannot be erased and may be used in the analysis. You can do this by telling us in-person, or by emailing us at esign.study@uea.ac.uk

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

If you take part in a focus group, you are free to stop participating at any stage or to refuse to answer any of the questions. However, it will not be possible to withdraw your individual comments from our records once the group has started, as it is a group discussion.

If you take part in a one-to-one interview, rather than the focus group, you are free to stop the interview at any time. Unless you say that you want us to keep them, any recordings will 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 where we have started to undertake analysis.

(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?

We will offer a £50 voucher to thank you for your time in participating, and will reimburse travel up to £10.

In the past we have found that many people enjoy giving their views. Your views will be very valuable in shaping our research, which may help health services, and people in the future with weight management.

(9) What will happen to information provided by me and data collected during the study?

We may send the audio-recording to a third party transcriber so they can accurately type up what has been said. You will be invited to give your first name at the start of the recording. This would only be to help the transcribers distinguish between different voices. Your name will then be removed from the transcript. A data processing agreement will be place with any third party transcribers to ensure your data is kept securely and confidentially.

The results of the study will be used in reports and scientific presentations or publications. We will publish quotes, and photographs of storyboards but data will only be presented in pseudonymised form, and you would not be personally identified in any outputs.

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](#).

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 and may also be used for other scholarly and educational purposes such as in teaching, but you will not be identified if you decide to participate in this study. The data will be kept for at least 10 years beyond the last date the data were used. The study findings may be deposited in a repository to allow it to facilitate its reuse. The deposited data will not include your name or any identifiable information about you.

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

When you have read this information, Tracey Brown, esign.study@uea.ac.uk, telephone: 07900 359107 will be available to discuss it with you further and answer any questions you may have about the study.

(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 selecting this option on the consent form. We will send you a summary of the study results before June 2027.

(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 at the following address:

Tracey Brown
School of Health Sciences
University of East Anglia
NORWICH NR4 7TJ
Tracey.J.Brown@uea.ac.uk

If you would like to speak to someone else, you can contact my supervisor:

Dr Zarnie Khadjesari, Z.Khadjesari@uea.ac.uk; 01603 593891.

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 Post-Qualifying Programmes in the School of Health Sciences, Professor Gabrielle Thorpe, Gabrielle.Thorpe@uea.ac.uk, 01603 597072.

(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 FMH Research Ethics Committee at the University of East Anglia.

(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.

Our processing of your personal data will be based on Article 9(2)(j), which relates to archiving, research and statistics purposes, and Schedule 1, Part 1(4) of the DPA 2018, which relates to research.

In addition to the specific information provided above about why 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
- You can also find out more about your data protection rights at the [Information Commissioner's Office \(ICO\)](#).
- 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 in the first instance.

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

Please complete and email back the 'About You' form. Please also let us know if you can attend the focus group on the date and time given in your email, or that you are interested but cannot make the group date.

You will need to fill in one copy of the consent form at the start of the focus group discussion. Please keep the email, information sheet and the second copy of the consent form for your information.

(16) Further information

This information was last updated on 02.12.2024.

If there are changes to the information provided, you will be notified by email or telephone.

This information sheet is for you to keep

PARTICIPANT CONSENT FORM (First Copy to Researcher)

I, [PRINT NAME], agree to take part 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 or Healthwatch Essex now or in the future.
- I understand that I may leave the focus group at any time if I do not wish to continue. I also understand that it will not be possible to withdraw my comments once the group has started, as it is a group discussion.
- If taking part in a one-to-one interview, rather than the focus group: 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 will be used in the way described in the information sheet.
- 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:

Completing a questionnaire YES ☐ NO ☐

Audio-recording 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 only be used in the way that it is described in the information sheet.

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)

REPEAT ABOVE FOR SECOND COPY.