

**Information Sheet for Potential Participants**

**‘Living with Dying: Everyday Cultures of Dying within Family Life in Britain, c.1900s-1950s’**

**Researcher: Dr Laura King**

This project seeks to investigate how families have experienced death and dying in twentieth-century Britain. This includes interviewing people today to talk to them about how families remember ancestors and relatives who have died, as part of a broader conversation about what they know about their family’s history, going back to grandparents, parents and other older relatives. As part of this project, I am interviewing those who are actively researching their family histories, and their relatives.

You are being invited to take part in this 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 me 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. Your participation would be entirely voluntary and you would be free to withdraw, or change the conditions of your participation, at any point, without need for any explanation. Thank you for considering taking part.

What would an interview involve?

If you are happy to participate, I would like to make an appointment to conduct one or two interviews with you. The interview would take approximately one to two hours, and would be conducted in a location of your choosing. You can choose to be interviewed alone, or if you would like someone else to attend the interview with you, that would of course be completely acceptable. You can withdraw from the study at any point, or change the conditions of your participation, and can choose not to answer any questions. If you are happy, I would also like to make an audio recording of the interview. I will ask open questions about your memories of different relatives, your knowledge or your family history, and your own family life when you were young.

How do I find out more?

If you are interested in being interviewed, please contact me to find out more and make an appointment. Before the interview, I will give you some information about the research and we can discuss arrangements for the use of your interview by myself and other researchers. You will then sign a consent form to state that you understand and give consent to be interviewed with details of any restrictions you wish to impose on the storage and use of the information you provide. I will provide a copy of this information sheet and a consent form for you to keep. After the interview, we will again run through how the interview will be used, and you can ask questions at any stage throughout this process. If you have any questions before or after the interview, please feel free to contact me using the details at the bottom of this page.

How would my interview be stored?

After the interview, my research assistant will make a transcription of the interview. The audio recording and transcription of the interview will be stored in a secure location, only accessible to me and my assistant. If you wish, you can receive a copy of the audio recording of your interview.

Your personal details, such as your contact information, will be kept separately from your interview, in a locked filing cabinet and on the University of Leeds digital storage area. This information will only be seen by the researcher and research assistant, and will be kept confidential. At the end of the research project, in December 2018, with your permission, the interview recording and transcription will then be deposited in the University of Leeds research repository, for use by other bona fide researchers.

How will the information I provide be used?

The conversation we have during the interview will be used as part of my research. This means I will use the information you provide and quotations from the interview in presentations, articles and academic publications based on the research. I will keep you updated about the outcomes of the research.

Will I be anonymous?

It’s up to you. I can use your name in the research and any publications, or if you prefer, I can use a pseudonym. When including your information and stories about your family’s history, it may be possible for those who know you well to identify you, even if your name is not included.

If I am interviewing other members of your family, I will use pseudonyms for you unless all of you agree that you would like your names to be included in the research and any publications.

Can I change my mind?

Yes. If before or during the interview, you decide you no longer wish to take part, or want to change the conditions of how your information is used (such as whether I use your real name in the research), please let me know. You do not have to give any reason for changing your mind. If you change your mind about taking part or how your information is used after the interview up until May 2018, you can contact me and I will destroy the interview recording and transcription. After May 2018, your information may be included in research publications. However, you can still let me know you have changed your mind, and your interview will no longer be used in any future research.

**Consent form: ‘Living with Dying: Everyday Cultures of Dying within Family Life’**

***Please read the information sheet before completing this form:***

❑ I have read and understand the written details provided for me about the research project on the information sheet, and have had any questions answered satisfactorily.

❑ I understand that my participation is voluntary and that I am free to withdraw or change the conditions of my participation from the project at any time, without giving any reason, until May 2018. After that, I understand that I may contact Laura King to request no further use of my interview, or a change to how my information is used.

❑ I agree to the interview being audio-taped.

❑ I agree that the information I give to Laura King, and quotations from it, can be used in the writing of the research report and other future publications, events and presentations relating to the research.

❑ I agree that the interview can be deposited in an archive, and can be used by other bona fide researchers.

❑ I understand that the researchers will hold all information and data collected securely and in confidence. I give permission for the researchers to hold relevant personal data.

❑ I understand that my personal details such as name, phone number, email and address will not be revealed to people outside the project.

❑ I agree to take part in the above research project.

***Further information:***

YES / NO I would like to be given a pseudonym if I am referred to in research reports, presentations and publications.

YES / NO I would like to receive an audio copy of my interview.

I would like to add the following conditions to my participation in the project:

***Name of participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Name of researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Questions or concerns about the study can be addressed Laura King.*