**Title of the survey**

***Explanation for the investigator on how to use this information letter (remove before use)***

* *What is between [...] explains what should be in the form or what should be filled in this place.*
* *Plain text (not in square brackets) is text that should be copied directly into the letter.*

Dear participant,

With this information letter we would like to ask you if you want to participate in our research. [Name of institution] set up this study. [If applicable, cooperation partners can be mentioned here. E.g.: [Name of institution] is conducting this study in collaboration with [name of collaborating institution(s)].

The research is funded by [name of subsidy provider].

In this letter you will receive an explanation of what the investigation entails. Here you can read what the purpose of the study is, what data we want to collect, how much time or effort the study requires of you and what the advantages and disadvantages are of participating in the study. Read this information carefully and ask the researcher for an explanation if you have any questions.

Once you have read the information carefully and asked any questions you may have, you can decide whether you want to participate in the study. Participation is voluntary. If you would like to participate, please complete the consent form attached.

**1. What is the purpose of the research?**

[Briefly describe the purpose of the study. Please note that all goals and sub-goals must be mentioned in a way that is understandable to the participant. If necessary, permission can be requested for each sub-goal.]

**2. Why are we conducting this research?**

[Please provide a short and clear description of the background of the research in plain language. Avoid technical jargon. For example, mention the reason for conducting the study, such as the issue being investigated or the knowledge gap being addressed. If extensive explanation is needed, it is better to include it in an appendix.]

**3. How does the research work?**

Step 1: Are you eligible to participate?

First, we need to determine whether you are eligible to participate. To do this, we will ask you a few questions. [Explain which screening questions will be asked. If these questions involve sensitive personal information, such as pre-selecting participants based on ethnicity, political preference, sexual identity, etc., clarify why this is necessary.]

[Note: If no screening is conducted for this study, this step can be omitted.]

Step 2: The nature and design of the research

[Provide an explanation of the study's nature and structure. For example: What (experimental) conditions or treatments are involved? Is it a randomized study? How long will the study take (how many sessions/days will data be collected)? What data will be collected, and how?]

[For randomized studies, explain what randomization means and how it affects participation.]

**4. What is expected of you?**

[Avoid overlapping with step 2 of section 3. Be clear about the expected (physical and/or mental) effort. Consider, for example, the time investment. Are there any specific restrictions or guidelines for the participant, such as not consuming alcohol or engaging in strenuous activities for a certain period before measurements? This section can also include any agreements, such as the participant needing to train or practice according to the researcher's instructions or not participating in other scientific studies during the research.]

**5. What are the possible advantages and disadvantages?**

You likely won't experience any direct benefits from participating in this study. However, the research may provide valuable data for the future. Your participation could contribute to a greater understanding of... [Choose one of the following sentences about the benefits of the study and complete or replace the text where needed.]

Potential disadvantages of participating in the study could include:

[not all points below have to be relevant, choose the right one and supplement where necessary]

* You will invest time. This research involves a time investment of XX
* [Agreements that the participant must adhere to]
* [Possible discomforts of the measurements in the study. What discomforts? For example, possibly confronting questionnaires. Be clear about any risks.]
* [Also indicate if there are potential negative consequences of participating in the study (unpleasant feelings, severe muscle pain, etc) and how you, as a researcher, will address these. Can people talk about the feelings with an independent person, with a clinical psychologist, do they get tips on how to deal with the muscle pain, etc.]
* [Results will only be provided at the group level. The disadvantage of this is that it does not provide you with individual information about yourself/your child.]

[if applicable] **Incidental findings**

Sometimes, during the measurements, we may discover something that requires further medical investigation. In that case, we will inform your [general practitioner/specialist/practitioner/otherwise]. To do this, we ask you to fill in the contact details of your doctor. The costs of any specialist follow-up examination are covered by your health insurance and this may have impact for your deductible. If you do not give permission to inform your GP of any reason for further medical examination, you will not be able to participate in this examination.

**6. What if you no longer want to participate or want to stop the study?**

You decide whether to participate in the study. Participation is voluntary. If you decide not to participate, you do not need to do anything else. You do not have to sign anything, and you don't need to explain why you don't want to participate. If you do participate, you can always change your mind and withdraw participation, even during the study. The data collected up to that point will still be used for the study.

**7. When is the study end for you?**

Your participation in the study will end when all measurements are taken or when you have completed all questionnaires, if you choose to stop or if the researchers think it is better for you to stop. The entire study is over when all participants have finished.

**8. How is your data used, stored and processed?**

What data is collected?

[Specify the type of data collected for each research purpose here. Keep in mind that personal data includes many types of information. Examples of this can be found on the following websites: <https://fgb-rdm.nl/Security/PrivacyRisks.html> and

 <https://fgb-rdm.nl/rdm/definitions/Definitions.html#personaldata>]

[if applicable]: information about the use, storage and processing of video/audio recordings.

How do we protect your privacy?

We handle your personal data with care and secure it properly. In reports and publications about the research, no data that can be traced back to you will be included. Additionally, all employees involved in this study are required to maintain strict confidentiality.
[If applicable; addition when a code is used]: To further protect your privacy, we replace your directly identifiable personal data, such as your name, with a code. The key linking your name to the code is stored separately in a secure location. When analysing the collected data, we only use that code and not your name. All your data remains confidential. Only the research team knows what code you have.

Who can see your data?

Researchers involved in the study can view and use your personal data to conduct the research. If these are researchers from different research institutions, clear agreements are made to ensure that your data is processed securely. Sometimes students or additional researchers also participate in the research. Agreements will also be made with them regarding the safe use of your data. Those who can view your data are required to keep it confidential.

Additionally, it is possible that the research or the scientific publications resulting from it may be subject to review. If access to the data is necessary for this purpose, agreements will be made to ensure that your data is processed securely. Those who can view your data are required to keep it confidential.

How long do we keep your data?

The researchers will retain your data for up to 10 years after the last publication related to the study.

In the attached privacy statement, you will find more information about how we process your personal data in this study.

[If applicable] Can we use your data for other research?

Your data may still be relevant for other scientific research in the field of [describe, must relate to a similar question as the current study]. In the consent form, you can indicate whether you agree to the reuse of your data for other research. If you do not consent, you can still participate in this study.

[Also consider Open Science and inform the participant about it.]

**9. Is there a fee for participating?**

Participation in the study will not cost you anything. You will not be paid for participating in this study. However, you will receive compensation for your (extra) travel costs. [or: For participating in this study, you will receive a reimbursement for expenses (including travel costs) of € [xx/xx per visit] or: If you are a psychology student at Vrije Universiteit Amsterdam, you will receive xx SONA credits for participating in this study].

**10. Ethics Review and Complaints**

The research design has been assessed by the Scientific and Ethical Review Board’ of the Faculty of Behavioural and Movement Sciences, VU University Amsterdam, and complies with the faculty’s ethical guidelines. If you have any complaints, you can initially contact the researcher. If your complaint is not resolved, you can file a complaint via vcwe.fgb@vu.nl. If you have any questions about the privacy of your data, please contact *functionarisgegevensbescherming@vu.nl.*

**11. Do you have any questions?**

If you have any questions, you can contact:

[details (name, contact details, accessibility) principal investigator and executive investigator]

**12. How do you give consent for this research?**

You can take your time to think about participating in this study. Afterward, you can tell the researcher whether you understand the information and whether you would like to participate. If you agree to participate, you will fill out the consent form that you will find with this information letter.