



National well-being evaluation consent form



Introduction

We would like to invite you to take part in a research study that is being undertaken by CLES Consulting and nef (the new economics foundation) on behalf of the Big Lottery Fund.

- ▶ Before you decide whether or not to take part, please read through the following information carefully.
- ▶ If there are any points that are unclear please contact the person running your project, in the first instance or Natalie Qureshi at CLES Consulting on 0161 236 7036 or email, rrt@cles.org.uk

What the research is about

The Big Lottery Fund is funding the study to learn about the experiences of individuals participating in projects working towards improving well-being.

People who are involved in the Big Lottery Fund Well-being or Changing Spaces Programmes are being asked to participate in the research. If you have been asked, it is because you are involved with a project that is funded by the Big Lottery Fund.

The research is designed to explore how your participation in the project has impacted on your overall sense of well-being, including:

- your diet and eating habits
- your involvement in and enjoyment of physical activity
- your mental well-being.

The study has been reviewed and met the strict requirements put in place by the Big Lottery Fund National Well-being evaluation ethics committee, which consists mainly of representatives from independent organisations.

The research team

The research is being undertaken by the Centre for Local Economic Strategies (CLES) and nef (the new economics foundation). Both organisations are charities and are experts in evaluation and opinion surveys.

Taking part in the study

It is up to you to decide whether or not you want to take part. You do not have to participate if you do not wish to do so.

If you decide to take part in the research you will be asked to complete a questionnaire on three occasions:

- once at the start of your contact with the project
- again at the end of your contact with the project, and
- finally three to six months after you have left the project.

The questionnaire takes approximately 10 minutes to complete and will ask questions about:

- your activities and behaviours
- your feelings and experiences
- your goals and plans for the future.

The way in which you complete the questionnaire on the third occasion will be agreed between yourself and your project manager. It can be posted out to you or completed over the telephone.

If you do decide to take part in the research, you are free to change your mind and stop taking part in the study at any time. You do not need to tell us why and your decision will in no way affect the service or support you receive from your project.

Why should I take part?

This research will help funders and policy makers understand what is working well with your project and how similar projects can be improved. This is the first time a study of this size looking at well-being has been developed. By taking part in this research, you will contribute to a groundbreaking study that investigates the effectiveness of programmes designed to improve mental health and healthy eating, and increase physical activity.

Are there any disadvantages or risks involved if I decide to take part?

There are no significant risks to taking part in the study. We are asking for some of your time so that we can learn from your experiences. If completing the questionnaire raises issues or concerns that you would like to talk to someone about, please speak with your project manager. You can then choose not to participate further in the study, or leave some questions blank. You do not need to give a reason for choosing not to complete questions.

Will my contribution to the study be kept confidential?

Yes, all the information that is collected from you during the course of the research will be kept strictly confidential.

- ▶ No one outside the research team, including your project manager, will have access to your answers. You will be provided with an envelope to put your questionnaire in and the sealed envelope will be sent directly back to the research team.
- ▶ The questionnaires do not ask you to provide your name. Instead 'Unique Identifiers' will ensure the questionnaires remain anonymous but still allow us to track your responses over time.
- ▶ Although some personal information, such as your date of birth, age and postcode, is asked for, this will be kept confidential at all times. This information is requested so that we can understand the impact of the programme on you and others who are taking part in the study – it will not be used for any other purpose.
- ▶ CLES Consulting will store all of your questionnaires securely and they will not be given to other organisations or commercial firms.
- ▶ Your project manager will send your consent form back to us and we will not share this information with anyone else.

What will happen to the results of the research study?

The research team will feed back the results of the study to the Big Lottery Fund through annual reports that will be used to produce publications and articles. The information that you provide will be combined with that given by other participants. The names of the people who have participated in the research will not be published in any reports.

What do I do if I want to take part?

To take part in the study, please fill in the attached consent form and return it to your project manager. This means that you have read and understood this information leaflet. If you are filling this out for your child or are a guardian, please ask them to give it back to their project manager, explaining that you are happy for them to be involved.

What do I do if I have concerns or questions about the study?

If you have a concern or a question about any aspect of this study, please speak to your project manager or Natalie Qureshi from CLES Consulting on 0161 236 7036 or email rrt@cles.org.uk

Please keep this leaflet in case you need to contact us again

Consent form

Please fill in this form and hand it back to your project manager. Please print clearly

**If you wish to participate please read and tick the first three boxes.
If you do not wish to participate please tick only the fourth box.**

1. I understand that all the information I provide will be kept confidential, as described in this leaflet.
2. I understand that my participation in the research is voluntary and that I am free to withdraw at any time without giving a reason.
3. I agree to take part in the study.
4. I do not agree to take part in the study.

Name of participant (or name of child if you are an adult completing this on their behalf)

Signature of participant or consenting adult

Date

