

Logo University/science institute/company

Logo team

iGEM team [your team name] [year] Information Sheet

Thank you for your interest in contributing to our research project.

This research is being conducted by a team of students from [your university/scientific institute/ company] in [your city/town/village], as a part of the international Genetically Engineered Machine (iGEM) competition. iGEM is designed to provide students an opportunity to work on an interdisciplinary synthetic biology project. [your team name]'s iGEM [year] team is supervised by [your supervisor(s)] from [the research group/scientific institute/company your supervisor(s) belong(s) to]. The team has the summer to design, build and test a biological system that addresses a pressing social or environmental problem.

The project chosen by the [your team name] [year] iGEM team is to create a biological system that [2-3 sentences on what your project is about and what the title of your project is]. This project will take place from [start date till end date of your project/iGEM season].

We are interviewing stakeholders to collect valuable environmental, economic, social, and political information about [your project topic] that cannot be found in written literature. This information will allow us to develop our research so that application of [your project title] in the real world is beneficial, effective, and safe.

The interview will last an estimated [time you expect the interview to take. Recommended: 30-60 minutes]. [Be sure to check that the following applies to what your team wants to do before including this!] The information that you provide during this interview will be transcribed as well as recorded to complete any gaps in the transcription after the interview. Both the recording and transcription of the interview will not be published but will only be used internally, within the [team name] [year] iGEM team including its supervisor[s]. The recording will be deleted when the transcription of the interview is completed, but will in any case be deleted on [deletion date]. Up until deletion, the recording will be stored in [data storage place and any protection measures in place to protect this data]. The transcript will be deleted on [deletion date]. Up until deletion, the transcript will be stored in [data storage place and any protection measures in place to protect this data]. Both the recording and the transcript can be deleted before the indicated deletion date by contacting [your team's contact information].

[Be sure to check that the following applies to what your team wants to do before including this!] Based on the interview, the researcher may ask you for permission to make a summary of the interview to publish in [places you would like to publish the summary such as your newsletter or on your iGEM website (wiki)]. When permission is given to write the summary, the written summary will be stored in [data storage place and any protection measures in place to protect this data] for internal use. The summary in [data storage place] will be deleted on [deletion date]. As long as no permission is given to publish the summary in [places you would like to publish the summary such as your newsletter or on your iGEM website (wiki)], the summary can be deleted from the [data storage place] before the indicated deletion date by contacting [contact information that stakeholders can contact to have their summary removed]

The summary will only be published after you have seen the summary and after you have given explicit permission to publish this specific summary. [Be sure to repeat this next step if you wish to publish the summary in a different way/time frame on different platforms] When permission is given to publish the summary in [platform you would like to publish the summary on such as your newsletter or on your iGEM website (wiki)], the summary will appear [the amount of times you will publish the summary] and will be published between [date between which you will publish the summary]. Once published, the summary can be seen [time frame that the summary remains viewable/published (indefinitely is also a time frame)]. After permission is given to publish the summary on [platform], it is [or: it is no longer] possible to edit the content of the summary, remove personally identifiable data or to remove the summary from [platform] by contacting [contact information that stakeholders can contact to have their summary removed/altered].

Other than your signature and name on the consent form; the email address and/or phone number we used to contact you; and a recording and transcript of the answers you give during the interview, your personal data will not be recorded, unless explicitly consented to by you.

The signed consent form will be stored on [data storage place and any protection measures in place to protect this data]. [Be sure to check that the following applies to what your team wants to do before including this!] The signed consent sheet legally has to be stored for 10 years. After 10 years, on [deletion date], the signed consent sheet will be deleted from [data storage place]. It is not possible to have the signed consent sheet deleted before [deletion date].

[Be sure to check that the following applies to what your team wants to do before including this!] If we contacted you per email, your email address will be stored on [data storage place and any protection measures in place to protect this data]. If we contacted you per phone, your phone number will be stored on the [data storage place and any protection measures in place to protect this data]. On [deletion date] your contact information will be deleted from [data-storage place]. Your contact information can [or: can not] be deleted from [data-storage place] at any time by [contact information that stakeholders can contact to have their contact information removed] Your contact information will not be shared outside the iGEM 2021 team and its supervisors, unless explicitly consented to by you.

We will ensure that any publications arising from this research will not contain any of the personally identifiable information you shared with the team, unless explicitly consented to by you.

[The interview might cause emotional stress for you as [project topic] sensitive topic] [or] [We do not expect that this interview will cause emotional stress for you]. Please remember that your participation is voluntary, and that you may refuse to answer particular questions or stop your involvement at any time without having to give a reason. We [do not] [or] [do; in that case also mention the risks later in the sentence] believe there are any other risks associated with you taking part in iGEM team [team name] [year] stakeholder research and we hope that it will be an enjoyable experience. Any concerns about this research can be addressed to our Human Practices manager [name + contact information HP manager of your team] or to our supervisor(s): [name + contact information of supervisor(s)]. Any questions or concerns regarding the handling of your personal data can also be addressed to the Data Protection Officer of [name + contact information of Data Protection Officer of your university/science institution/company].

iGEM team [your team name] [year] Consent form

Please answer the following statements with either yes or no: [Be sure to check that the following applies to what your team wants to do before including this!]

- I confirm that I have read and understand the iGEM team [team name] [year]'s information sheet: **Yes/No**
- I understand that my participation is voluntary and that I am free to withdraw at any time without having to give any reason: **Yes/No**
- I understand what the research is about, what is being asked of me, which consequences participation can have, how my data will be handled, and what my rights as a participant are: **Yes/No**
- I have had the opportunity to consider the information, ask questions and have had these answered to a satisfactory standard: **Yes/No**
- I agree that a transcript and recording will be taken from the interview. I understand that this transcript and recording will be seen by individuals from iGEM team [team name] [year] and its supervisors. I understand that this transcript and recording can be personally identifiable: **Yes/No**
- I understand that I may be asked for permission to publish a summary of the interview, including my name, my position within my field of work and a picture. I understand that I may deny this request or parts of this request without having to give any reason. I understand that I will be able to see this summary before publication and that this summary will not be published without my permission: **Yes/No**
- I understand that I may [or: can not] request to have transcripts, recordings, and summaries of the interview to be deleted. I understand that I may [or: can not] ask to have my contact information deleted: **Yes/No**
- I understand that if I agreed to the publication of a specific summary of the interview, that the content of the summary, including personally identifiable information can [or: can not] be edited after publication and that the published version can [or: can not] be deleted from [publication platform]: **Yes/No**
- I agree that extracts from the interview, without personally identifiable information, may be quoted in any report or publication arising from the research: **Yes/No**
- I understand that while information gained during the study may be published, any personally identifiable information I provide will not be published or shared before having my consent: **Yes/No**
- I agree to take part in the above research project: **Yes/No**

Signatures:

Participant research name:

Human Practice team member name:

Date: