



INFORMATION AND CONSENT FORM FOR RESEARCH PARTICIPANTS

Information Sheet

Purpose of the Study. I am Sarah Keegan, a doctoral student, in the Department of Applied Social Studies, Maynooth University.

As part of the requirements for the Doctor of Social Science degree that I am currently completing, I am undertaking a research study under the supervision of Dr. Niamh Flanagan and Dr. Ciara Bradley.

The study is concerned with engaging project staff including project managers, researchers and project officers working in projects funded through the Erasmus+ programme, to better understand how their motivation and the environment that they work in, impacts their well-being at work.

What will the study involve? The study will involve completing an online questionnaire which includes two profiling questions – one to confirm that you are a staff member engaged in delivering Erasmus+ funded projects, and one about your current mode of work - which are followed by three separate scales where you will be asked to rate some items related to your work environment, your motivation for work and your well-being at work. These questions are all based on a rating scale of between 1 and 7. Following this, there are two open-ended questions at the end which ask specific questions about your understanding of well-being in general, and in relation to your work environment. The aim of this questionnaire is to be able to create a picture of which factors from the work environment impact employee well-being within Erasmus+ participant organisations. This questionnaire should take 15 to 20 minutes to complete.

Who has approved this study? This study has been reviewed and received ethical approval from Maynooth University Research Ethics Committee. You may have a copy of this approval if you request it.

Why have you been asked to take part? You have been asked to take part in this online questionnaire because you are currently working to deliver European collaborative projects funded through the Erasmus+ Programme; and you can contribute to answering my research question which is to assess how the varied and diverse work environments that are found in Erasmus+ participant organisations impact the well-being of project staff.

Do you have to take part?

No, you are under no obligation whatsoever to take part in this research. You are invited to take part in completing an online questionnaire. It is entirely up to you to decide whether you would like to take part. If you decide to do so, you will be asked to sign a consent form and you will be given a copy and the information sheet for your own records. If you decide to take part, you are still free to withdraw at any time during the completion of the online questionnaire, without giving a reason – however, as your answers are anonymous, once you submit your answers to the online survey, they cannot be deleted or retrieved, as there is no way to identify your responses from the responses of others. Therefore, if you decide to withdraw from the research during the completion of the survey, please do not submit your answers. A decision to withdraw at any time, or a decision not to take part, will not affect your relationships with me, your employer, or Maynooth University.

What information will be collected? As part of this research project, I will not collect any personal data during the completion of the online questionnaire. Through the questionnaire, all questions are anonymous and refer mostly to your work environment, your motivation for work and your well-being at work.

Will your participation in the study be kept confidential? Yes, all information that is collected about you during the research will be kept confidential. No names will be identified at any time. All hard copy information will be held in a locked cabinet at the researchers' place of work, electronic information will be encrypted and held securely on Maynooth University PC or servers and will be accessed only by Sarah Keegan, and her supervisors, Dr Niamh Flanagan, and Dr Ciara Bradley.

No information will be distributed to any other unauthorised individual or third party. If you so wish, the data that you provide can also be made available to you at your own discretion.

'It must be recognised that, in some circumstances, confidentiality of research data and records may be overridden by courts in the event of litigation or in the course of investigation by lawful authority. In such circumstances the University will take all reasonable steps within law to ensure that confidentiality is maintained to the greatest possible extent.'

What will happen to the information which you give? All the information you provide will be kept at Maynooth University in such a way that it will not be possible to identify you. On completion of the research, the data will be retained on the MU server. After ten years, all data will be destroyed (by the PI). Manual data will be shredded confidentially, and electronic data will be reformatted or overwritten by the PI in Maynooth University.

What will happen to the results? The research will be written up and presented as a doctoral thesis for approval by the Department of Applied Social Studies in Maynooth University. Following publication, it will be retained in Maynooth Library for future students and researchers to review; and may be presented at national and international conferences and journals. An electronic copy of the research findings will be made available to you upon request.

What are the possible disadvantages of taking part? I do not envisage any negative consequences for you in taking part in this research, however, depending on your experience of managing your well-being and your level of satisfaction in your current work environment, it may be possible that reflecting on these aspects of your work, may induce stress. In the instance that this does happen, you are invited to stop your participation in this research at any stage. I am solely interested in learning about how your work environment supports your well-being, and will never elicit any personal information, stories, or accounts from you.

What if there is a problem? You are free to stop your participation in this research at any time. Although you will not be able to withdraw anonymous data from the online questionnaire once you finish and submit the questionnaire. You are also free to end your participation in this research, without giving a reason, if you feel uncomfortable answering any questions. If participating in this research brings up any negative thoughts or emotions, related to your mental health and well-being, please seek available help and support. On a personal level, I would like to encourage you to reach out to one of the relevant support services in your region. A list of national mental health support services is included to support you to take the first step to accessing support, if needed:

- Austria - TelefonSeelsorge – Notruf 142 - <https://www.telefonseelsorge.at/home>
- Belgium - Télé-Accueil - <https://tele-accueil.be/> (French Speaking)
- Belgium - Zelfmoordlijn 1813 - <https://www.zelfmoord1813.be/> (Dutch Speaking)
- Bulgaria - National Sofia Hotline - 0035 9249 17 223
- Croatia - Linija pomoći Plavi telefon - <https://www.plavi-telefon.hr/>
- Cyprus - Cyprus Samaritans - <https://cyprussamaritans.org/>
- Czechia - Linka první psychické pomoci - <https://www.cestazkrize.net/>
- Denmark - Psykiatrifonden, Mental Health Helpline - <https://psykiatrifonden.dk/>
- Estonia - Ohvriabi kriisitefon - <https://sotsiaalkindlustusamet.ee/abivajav-laps-ja-taiskasvanu/abi-vagivalla-ohvrile/ohvriabi-kriisitefon-116006>
- Finland – Kriisipuhelin - <https://mieli.fi/tukea-ja-apua/kriisipuhelin/>
- France - Croix-Rouge écoute - <https://www.croix-rouge.fr/soutien-psychosocial-par-telephone>
- Germany – TelefonSeelsorge - <https://www.telefonseelsorge.de/>
- Greece - Life Line Hellas - <https://www.lifelinegr.org/>
- Hungary - Kek Vonal - <https://kek-vonal.hu/fiataloknak/116-111>
- Iceland - Hjálparsími Rauða krossins 1717 - <https://www.raudikrossinn.is/verkefni/innanlandsverkefni/heilbrigdi-og-velferd/hjalsarsiminn-1717-og-netspjallid/>
- Ireland - SOSAD Ireland - <https://sosadireland.ie/>
- Italy - Telefono Amico Cevita - <https://telefonoamicocevita.it/>
- Latvia - Vienotais krīzes tālrunis - <https://www.skabes.lv/>
- Liechtenstein - Liechtenstein Emergency Hotline - 112
- Lithuania - Vilties linija - <https://www.viltieslinija.lt/>
- Luxembourg - SOS Détresse - <https://454545.lu/>
- Malta – Kellimni - <https://kellimni.com/>

- Netherlands - de Luisterlijn - <https://www.deluisterlijn.nl/>
- Norway - Kirkens SOS - <https://www.kirkens-sos.no/>
- North Macedonia - Kriz centar - <https://krizencentar.org.mk/>
- Poland - Telefon Zaufania dla dzieci i młodzieży - <https://116111.pl/>
- Portugal - Vozes Amigas de Esperança - <https://www.voades.pt/>
- Romania – DepreHUB - <https://deprehub.ro/>
- Serbia - Centar "Srce" - <https://www.centarsrce.org/>
- Slovakia - Linka dôvery Nezábudka - <https://www.linkanezabudka.sk/>
- Slovenia - Zaupni telefon Samaritan - <http://www.telefon-samaritan.si/>
- Spain - Asociación Internacional Teléfono de la Esperanza (ASITES) - <https://telefonodelaesperanza.org/>
- Sweden – Äldrelinjen - <https://mind.se/hitta-hjalp/aldrelinjen/?fbclid=IwAR2wo171RR9puxbvpAPL5lY1NEtnBRTol-HBYQH5xH3KVpujPAQEk5eNcq>
- Türkiye - Alo 183 Social Support Line - <https://www.aile.gov.tr/eyhgm-en/faq/gdsde/alo-183-social-support/>

At any stage in this process, you may contact my supervisors, Dr. Niamh Flanagan (niamh.flanagan@mu.ie) and Dr. Ciara Bradley (ciara.bradley@mu.ie) if you feel the research has not been carried out as described above.

Any further queries? If you need any further information, or if you would like to ask any specific questions about my research, please feel free to contact me at the following:

Sarah Keegan

Phone: +353 -86-1269541

Email: sarah.land.2021@mumail.ie.

If you agree to take part in the study, please indicate your consent by ticking the boxes on the next page.

Thank you for taking the time to read this.