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Participant Information Sheet (PIS)

**Does the balance system affect the way we hear?**

You are being invited to take part in a research study which could help us understand how the balance system could potentially affect our ability to hear. This research will contribute to the PhD degree of Ozgenur Cetinbag. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

**About the research**

WHO WILL CONDUCT THE RESEARCH?

The research will be carried out by Ozgenur Cetinbag, a PhD student from the Manchester Centre for Audiology and Deafness (ManCAD) at The University of Manchester, UK.

WHAT IS THE PURPOSE OF THE RESEARCH?

The purpose of the research is to determine whether the balance system contributes to the way we hear. In particular, we are interested in the differences in balance and hearing between musicians and non-musicians, since hearing abilities are known to differ between these two groups.

WILL THE OUTCOMES OF THE RESEARCH BE PUBLISHED?

The data collected will be published in an anonymous form in a student thesis and in international journals and/or oral presentations and posters at academic conferences.

**What would my involvement be?**

WHAT WOULD I BE ASKED TO DO IF I TOOK PART?

This study is split into two parts across two separate online testing sessions. In the first part, you will be asked to complete a total of 7 short questionnaires:

* General Health Questionnaire
* Clinical and Demographic Questionnaire
* MUSE-Music use questionnaire, i.e. music training experience
* Noise Exposure Questionnaire, i.e. how much noise you experienced
* Balance Confidence Questionnaire, i.e. how good is your balance system
* Hyperacusis Questionnaire i.e. your sensitivity to noise and different sounds
* Tinnitus i.e. your experience of a ringing/buzzing in your ears

You will have received a link to complete the questionnaires in the invitation email. All questionnaires can be completed at a time and place that suits you. It will take approximately 30 minutes to complete all 7 questionnaires. You are free to provide as much or as little information as you wish.

For the second part of the study (approximately 3-6 months after the first part), you will receive an email invitation to complete a series of online hearing tests. These tests are designed to measure your ability to listen to voices in background noise, and evaluate your volume preferences when listening to different genres of music.

You can complete these hearing tests at a date and time that suits you and will take approximately 30 minutes to complete. We ask that you use a set of earphones/headphones for completing these online hearing tests and to make sure that you are in a quiet environment without any distractions.

It is possible that these hearing tests could identify that you have some form of hearing impairment. If there are any problems detected you will be notified immediately and provided with guidance on how to obtain professional advice or further assessment.

WILL I BE COMPENSATED FOR TAKING PART?

You will be automatically entered into a prize draw for AMAZON vouchers to the value of £50 (1st prize), £30 (2nd prize) and £15 (3rd prize) after the completion of each part of study (2 separate prize draws). Winners will be selected at random and you have equal chances of being selected in each of the separate prize draws. If you do not wish to be included in the prize draw there is the option to “opt-out” at the end of each of the online testing sessions.

We will also email you with a summary of the research findings at the end of the study, which will be very useful for understanding how balance and musical experience could influence our hearing abilities.

WHAT HAPPENS IF I DO NOT WANT TO TAKE PART OR IF I CHANGE MY MIND?

It is up to you to decide whether or not to take part. You will be asked to indicate whether you consent to take part in the first online page for each part of the study (Part 1 – Questionnaires; Part 2 – Hearing tests). It is entirely up to you to decide whether you want to omit any of the questions, and you can provide as much or as little detail as you would like. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself. You are able to withdraw your data at any time, up until the point of publication. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

**Data Protection and Confidentiality**

WHAT INFORMATION WILL YOU COLLECT ABOUT ME?

In order to participate in this project, we will need to collect information that could identify you, called “personal identifiable information”. Specifically, we will need to collect:

* Age
* Contact details: E-mail address (so that we can contact you when follow-up questionnaires are ready to be completed and to inform winners of the prize draw.)

We will also be collecting data relating to your hearing, perception and balance abilities. Your data will be pseudonymised, so that nobody can identify your data other than you.

UNDER WHAT LEGAL BASIS ARE YOU COLLECTING THIS INFORMATION?

We are collecting and storing this personal identifiable information in accordance with data protection laws which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

WHAT ARE MY RIGHTS IN RELATION TO THE INFORMATION YOU WILL COLLECT ABOUT ME?

You have a number of rights under data protection law regarding your personal information. For example, you can request a copy of the information we hold about you.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our Privacy Notice for Research, available here:

<http://documents.manchester.ac.uk/display.aspx?DocID=37095>

WILL MY PARTICIPATION IN THE STUDY BE CONFIDENTIAL AND MY PERSONAL IDENTIFIABLE INFORMATION BE PROTECTED?

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

* Your participation in this study is confidential. You will generate your own unique participant code, which will be the same for both parts of the study. In this way your data is pseudonymised so that it will only be identifiable by you.
* Documents that attach the ID code to your name and contact information will only be accessible to the research team. Data collected by the online questionnaires will be stored online by ‘REDCap’ (approved by the University of Manchester). This data will be downloaded and backed up securely using the University of Manchester Research Data Storage.
* Your email address will be stored separately from your survey responses and hearing test data. Email addresses will be downloaded and entered onto a separate password protected spreadsheet and stored securely using the University of Manchester Research Data Storage.
* Information that we obtain from you during the experiment will only be marked using the identification code and not using your name or contact details.
* We will store your anonymised data for up to 10 years after the completion of the study for analysis and dissemination and potential long-term follow-up.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

**What if I have a complaint?**

If you have a complaint that you wish to direct to members of the research team, please contact:

**Ozgenur Cetinbag**

**Email:** ozgenur.cetinbag@postgrad.manchester.ac.uk

**Tel:** 0161 275 8567

**Karolina Kluk-de Kort**

**Email:** Karolina.Kluk@manchester.ac.uk

**Tel:** 0161 275 3371

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact:

TheResearch Governance and Integrity Officer, Research Office,

Christie Building,

The University of Manchester,

Oxford Road,

Manchester,

M13 9PL,

**by emailing**:

research.complaints@manchester.ac.uk

**or by telephoning:** 0161 275 2674.

If you wish to contact us about your data protection rights, **please email:**

dataprotection@manchester.ac.uk

**or write to:**

The Information Governance Office, Christie Building,

The University of Manchester,

Oxford Road,

M13 9PL

at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to:

The Information Commissioner’s Office about complaints relating to your personal identifiable information.

**Link is:**

https://ico.org.uk/make-a-complaint/

**Their telephone number is:** 0303 123 1113

**Contact details**

**Ozgenur Cetinbag**

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