**RE: INVITATION TO TAKE PART IN RESEARCH PROJECT**

**Dear Teacher/Interpreter,**

DCU is developing a glossary for STEM terms in Irish Sign Language. This project is called the “Irish Sign Language STEM Glossary”. The principal investigator is Dr Elizabeth Mathews (elizabeth.mathews@dcu.ie or 01-8842247). This research is funded by Science Foundation Ireland. We are evaluating our glossary by trying to find out if it is needed, what people think of it, and how we can make it better. The people on our study team are: Elizabeth Mathews, Susan Pike, Darren Byrne, Senan Dunne and Shaun O’Boyle. Other people might help us write our findings, but these are the people who you might meet.

For this study, we would like you to take part in one or two interviews to tell us about your experience of providing access to science education for deaf people. The interview will be audio recorded, or video recorded if you use Irish Sign Language (ISL), so we can write down what you say after the interview. Each interview will last about 45 minutes and will take place somewhere easy for you to get to. If you are doing two interviews, the second one will be after you have used our glossary for a few weeks. **There are no risks to taking part in this study.**

When your interviews are finished, they will be typed up. When we type them, we won’t include your name or information like where you live – this is to make sure your confidentiality is protected. When we write about our study, we might use some of the things you said in it by quoting you, but we won’t say your name or anything that would let people know who you are. Because the Deaf Community is very small, it is possible that someone might be able to tell who you are by recognizing some things you have said. We will try our best to make sure that this doesn’t happen, but we can’t promise that it won’t. We think you will enjoy taking part in this research and it will help us make a better resource which we think will benefit the Deaf Community, teachers, parents and interpreters.

Videos will be recorded on the project iPad and audio will be recorded on a Dictaphone. From there, they will be saved to Elizabeth Mathews’ laptop. The videos and audio will be deleted from the iPad or Dictaphone as soon as they are uploaded, but we will keep them on the laptop until the project is finished, and then for another year after that. After that, we will fully delete them. We will keep your contact details on a laptop so we can get in touch with you to schedule interviews. There is a password on the iPad and the laptop to stop other people listening to your audio, looking at your videos, or your contact information. The confidentiality of your information can only be protected within the limitations of the law. **You do not have to take part in this research.** We will only interview you if you want to take part. You can decide, up until our data collection finishes, that you want us to delete your interviews and we will do that. When our study is over, we will post results publicly online and hold a presentation. We will also write some articles for academic journals and conferences.

**Personal Data – this is some information about how we are following the GDPR laws:**

Data Controller: School of Inclusive and Special Education, DCU;

DCU Data Protection Officer – Mr. Martin Ward ([data.protection@dcu.ie](mailto:data.protection@dcu.ie) Ph: 7005118 / 7008257)

The personal data is being used for research purposes. Your video/audio recording is being held for data analysis, your contact details are being held to allow us to contact you to schedule an interview.

Your personal data will not be shared outside DCU.

Your personal data will be kept for 12 months after the study is completed and will be deleted after that.

Every participant has the right to lodge a complaint with the Irish Data Protection Commission.

Participation in this research is voluntary and participants are free to withdraw their participation from the research study at any point before the completion of the study. There are no consequences to any participants of failing to provide personal data.

This information is also in Irish Sign Language, translated by a qualified ISL interpreter. Contact [Elizabeth.mathews@dcu.ie](mailto:Elizabeth.mathews@dcu.ie) if you wish to see the ISL version.

*If participants have concerns about this study and wish to contact an independent person, please contact* The Secretary, Dublin City University Research Ethics Committee, c/o Research and Innovation Support, Dublin City University, Dublin 9. Tel 01-7008000, e-mail [rec@dcu.ie](mailto:rec@dcu.ie)

*If you would like to talk to this person through an ISL interpreter, please contact IRIS to book an appointment. Tel : 087 980 6996 Email: reception@slis.ie*

If you are happy to take part in this study, please sign the adjoining consent form and return by email (a photograph of the signed form will suffice) to [Elizabeth.Mathews@DCU.ie](mailto:Elizabeth.Mathews@DCU.ie)

Regards,

Dr Elizabeth Mathews

**Consent form**

#### Research Study Title

This project is called the “Irish Sign Language STEM Glossary”. The principal investigator is Dr Elizabeth Mathews (elizabeth.mathews@dcu.ie or 01-8842247) in the School of Inclusive and Special Education. The people on our study team are: Elizabeth Mathews, Darren Byrne, Senan Dunne, and Shaun O’Boyle. Other people might help us write our findings, but these are the people who you might meet.

**Clarification of the purpose of the research**

I know that I am going to be interviewed about providing access to science education for Deaf people. I know I might be interviewed a second time after I have used the ISL STEM Glossary for a few weeks. I know that the Data Controller is the School of Inclusive and Special Education in DCU.

**Confirmation of particular requirements as highlighted in the Plain Language Statement**

*Participant – please complete the following (Circle Yes or No for each question)*

* *I have read the Plain Language Statement (or had it read to me or seen it in ISL)*
* *I understand the information provided*
* *I have had an opportunity to ask questions and discuss this study*
* *I have received satisfactory answers to all my questions*
* *I am aware that my interview will be recorded.*
* *I know I can withdraw from the Research Study at any point.*
* *I know my contact details will be used to help schedule interviews but will not be shared outside the research team.*
* *I know my name will be removed from my interview and that the research team will take any identifying information out of their research report.*
* *I understand that because the Deaf Community is small, the research team cannot absolutely guarantee that others reading the report who know me won’t recognize the things I’ve said.*
* *I know my interview audio/video recording and my contact details will be kept for a year after the study finishes and will be deleted after that*
* *I know my interview transcript (without my name) will be kept indefinitely.*
* *I know that my confidentiality of information provided is subject to legal limitations*

**Signature:**

I have read (or had read or signed in ISL to me) and understand the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of the plain language statement about this study. Therefore, I consent to take part in this research project

**Participant’s Signature:**

**Name in Block Capitals:**

D**ate:**