**TINNGO**

**PARTICIPANT INFORMATION SHEET**

You are invited to take part in this research study for the purpose of collecting data for the following research on the presentation of motivational case studies. To this end in view, questionnaires have been developed, to which entrepreneur/successful women women in the domain of smart transport will be asked to answer in order to:

* showcase achievements
* identify key successful factors
* show how gender barriers and stereotypes were overcome
* inspire various women to get integrated into the transport ecosystem.

Andree Woodcock, Professor at Coventry University, is leading this research. Before you decide to take part it is important you understand why the research is being conducted and what it will involve. Please take time to read the following information carefully.

**What is the purpose of the study?**

The purpose of the study is to investigate, with the help of a questionnaire including a set of 15 questions addressed to entrepreneur women, successful women in the domain of smart transport, the modality in which gender barriers and stereotypes can be overcome with a view to a successful career in a male dominated domain. The most relevant examples of entrepreneur/successful women will be identified with consent and presented as motivational case studies to inspire various women to get integrated into the transport ecosystem. If you prefer not to be identified, a case study will developed anonymously.

**Why have I been chosen to take part?**

You are invited to participate in this study because you stand for a role model of the entrepreneur, successful woman who has overcome the gender barriers and stereotypes in a male dominated professional environment, namely smart transport and mobility.

**What are the benefits of taking part?**

By sharing your experiences with us, you will be helping Andree Woodcock and Coventry University to better understand the modality in which the entrepreneur women, successful women have managed to overcome the gender barriers and stereotypes to build a successful career in a male dominated domain.

**Are there any risks associated with taking part?**

This study has been reviewed and approved through Coventry University’s formal research ethics procedure. There are no significant risks associated with participation.

**Do I have to take part?**

No – it is entirely up to you. If you do decide to take part, please keep this Information Sheet and complete the Informed Consent Form to show that you understand your rights in relation to the research, and that you are happy to participate. Please note down your participant number (which is on the Consent Form) and provide this to the lead researcher if you seek to withdraw from the study at a later date. You are free to withdraw your information from the project data set at any time until the data are fully anonymised in our records on 30.11.2022. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses and reports) prior to this date and so you are advised to contact the university at the earliest opportunity should you wish to withdraw from the study. To withdraw, please contact the lead researcher (contact details are provided below). Please also contact the Research Support Office Andree Woodcock, a.woodcock@coventry.ac.uk | skype. andree.woodcock| Tel: 079 749 84460 Coventry University, Priory Street, Coventry, UK, CV1 5FB or Isolda Constantin, Integral Consulting R&D, E-mail: isolda.constantin@integralconsulting.ro, Phone: +40(0)21.210.03.03 so that your request can be dealt with promptly in the event of the lead researcher’s absence. You do not need to give a reason. A decision to withdraw, or not to take part, will not affect you in any way.

**What will happen if I decide to take part?**

You will be asked a number of questions regarding professional activity, the gender balance in your organisation, difficulties regarding gender integration, opinion regarding the successful factors and the profession, proposals and recommendations regarding gender policies as compared to smart mobility, motivational advice for further women willing to perform in the transport ecosystem a.s.o. The questionnaire will take place in a safe environment at a time that is convenient to you.The questionnaire should take around 50 minutes to complete.

**Data Protection and Confidentiality**

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018. All information collected about you will be kept strictly confidential. Unless they are fully anonymised in our records, your data will be referred to by a unique participant number rather than by name. If you consent to being audio recorded, all recordings will be destroyed once they have been transcribed. Your data will only be viewed by the researcher/research team.

 Data are to be shared with 3rd parties : TInnGO Officer Project. All electronic data will be stored on a password-protected computer file in SharePoint TInnGO, CU. All paper records will be stored in a locked filing cabinet at TInnGO Project coordinator. Your consent information will be kept separately from your responses in order to minimise risk in the event of a data breach. The lead researcher will take responsibility for data destruction and all collected data will be destroyed on or before 30.11.2022.

**Data Protection Rights**

Coventry University is a Data Controller for the information you provide. You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation and the Data Protection Act 2018. You also have other rights including rights of correction, erasure, objection, and data portability. For more details, including the right to lodge a complaint with the Information Commissioner’s Office, please visit www.ico.org.uk. Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer - enquiry.ipu@coventry.ac.uk

**What will happen with the results of this study?**

The results of this study may be summarised in published articles, reports and presentations. Quotes or key findings will always be made anonymous in any formal outputs unless we have your prior and explicit written permission to attribute them to you by name.

**Making a Complaint**

If you are unhappy with any aspect of this research, please first contact the lead researcher, Isolda Constantin, Integral Consulting R&D, isolda.constantin@integralconsulting.ro, phone: +40(0)21.210.03.03 and/or Andree Woodcock, a.woodcock@coventry.ac.uk, phone: +44 (0) 79 749 84460 Coventry University, Priory Street, Coventry, UK, CV1 5FB. If you still have concerns and wish to make a formal complaint, please write to Neil Forbes, Acting Associate Dean, Research lsx143@coventry.ac.uk.

Participant No.

**Consent Form**

You are invited to take part in this research study for the purpose of collecting data for the following research on the presentation of motivational case studies. To this end in view, questionnaires have been developed, to which entrepreneur/successful women women in the domain of smart transport will be asked to answer in order to:

* showcase achievements
* identify key successful factors
* show how gender barriers and stereotypes were overcome
* inspire various women to get integrated into the transport ecosystem.

Before you decide to take part, you must **read the accompanying Participant Information Sheet.**

Please do not hesitate to ask questions if anything is unclear or if you would like more information about any aspect of this research. It is important that you feel able to take the necessary time to decide whether or not you wish to take part.

If you are happy to participate, please confirm your consent by circling YES against each of the below statements and then signing and dating the form as participant.

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **I confirm that I have read and understood the Participant Information Sheet for the above study and have had the opportunity to ask questions** | **YES** | **NO** |
| **2** | **I understand my participation is voluntary and that I am free to withdraw my data, without giving a reason, by contacting the lead researcher and the Faculty Research Support Office at any time until the date specified in the Participant Information Sheet** | **YES** | **NO** |
| **3** | **I have noted down my participant number (top left of this Consent Form) which may be required by the lead researcher if I wish to withdraw from the study** | **YES** | **NO** |
| **4** | **I understand that all the information I provide will be held securely and treated confidentially**  | **YES** | **NO** |
| **5** | **I am happy for the information I provide to be used anonymously (unless I give explicit consent otherwise) to inform research outputs (e.g. case studies journal articles, conference papers, theses and reports)**  | **YES** | **NO** |
| **6** | **I understand and agree that the information I provide may be shared anonymously with the following third parties: TInnGO Project Officer**  | **YES** | **NO** |
| **7** | **I agree to take part in the above study** | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| **Participant’s Name**  | **Date** | **Signature** |
|  |  |  |
| **Researcher** | **Date** | **Signature** |
|  |  |  |

**Thank you for your participation in this study. Your help is very much appreciated.**