

Scottish Alliance for Food: Academy of Citizens Panel Participant Information Sheet

Researchers: University of Glasgow: Prof Cindy Gray, Prof Emilie Combet, Dr Laura Haag,
Ms Millie Mather, Mr Mark Bellingham
Glasgow School of Art: Dr Michael Pierre Johnson, Miss Sophie Gardiner

The Scottish Alliance for Food (SCAF) aims to bring different people and researchers together to discuss and carry out research to inform the food that Scottish people will eat in future. As part of this, SCAF wants to engage members of the general public in an online Academy of Citizens Panel to help in the development and delivery of future research activities.

You have received this Participant Information Sheet because you have been identified as someone who may be interested in taking part in this study which aims to understand how to recruit and work with an Academy of Citizens Panel within food research.

Please take your time to read the following information, and if you have any questions, please email them to Sophie Gardiner: S.Gardiner@gsa.ac.uk.

What does taking part involve: If you are interested in taking part in the SCAF Academy of Citizens study, you will first complete an online Application Questionnaire that will take no more than 10 minutes.

We will use the information you provide in the questionnaire to invite people with different experiences of food to take part in an audio-recorded individual Initial Interview (online and lasting around 30 minutes) with members of the research team. They will be asked about their reasons for applying to join the SCAF Academy of Citizens Panel, what they would bring to the Panel, and anything they might need to help them fully engage in Panel Meetings. The audio-recording will later be written out so that the research team has a record of what has been said.

Following the Initial Interviews, up to 16 people will be selected to join the SCAF Academy of Citizens Panel. The Panel will meet online around nine times over 12 months. Panel Meetings will last two hours and will involve information-sharing, training, creative activities, discussion and feedback. The research team will take notes of what is said during each meeting, and some activities will be video-recorded with participants' prior permission.

After the final Panel Meeting, members will be asked if they would like to take part in an audio-recorded individual Post-Panel Interview about their experiences. The online interview is expected to last 30-60 minutes and the audio-recordings will be written out to provide a record of what has been said. You do not need to take part in an interview if you do not want to.

Do I have to take part? No, it is up to you to decide whether you want to take part in the study. If you are selected to join the Academy of Citizen Panel, we would like you to attend all Panel Meetings. You can choose whether or not you want to take part in a Post-Panel interview.

Can I change my mind? Yes, you can withdraw from the study (say you want to end your involvement in any further activities) at any time, and you do not have to tell us why. Your personal information will be securely destroyed, but other information you have provided will be anonymised, retained and used to produce the results.

Will other people know I have taken part? Members of the SCAF Academy of Citizens Panel will know who has taken part in Panel Meetings, but no-one else will know that you have taken

part in the study. Any information you provide will be held confidentially on a password-protected University of Glasgow server. Any reference to your name or anything else that might identify you will be separated from the other information about you that is collected during the project.

Although we will not reveal your identity, as small numbers of people will take part in the Academy of Citizens Panel, it is possible some people might be able to work out who Panel members are.

It is important to understand that if you say anything that poses a threat to yourself or other people, the research team may have to tell relevant third parties. We would let you know if we had to do this.

What will happen to information about me that is collected during the study? Information from the Application Questionnaire will be given an ID number. Interview and Panel Meeting recordings will be conducted through a secure University of Glasgow server (e.g., via Microsoft Teams). You will be referred to by a different name (pseudonym) in written accounts (transcripts) of the Initial and Post-Panel Interviews. Researcher notes from the Panel Meetings will be made anonymous. All will be stored on a secure password-protected University of Glasgow server.

What are the possible disadvantages of taking part? It is extremely unlikely that you will come to any harm while taking part in the project. However, during Academy of Citizens Panel Meetings, it is possible that some people might find they react emotionally to some of the food-related topics discussed.

What are the possible benefits of taking part? There are no direct benefits to completing an Application Questionnaire or an Initial Interview. However, if you are selected to take part in Panel Meetings, you will have the opportunity to learn from fellow Panel members and the wider SCAF network, and to contribute your own views and experiences toward shaping future food research. You will also receive an honorarium in the form of a voucher or bank transfer for each Panel Meeting you attend (to include time spent preparing for it) up to the value of £75, and you will receive a £20 voucher if you choose to take part in a Post-Panel Interview.

What will happen to my information after the study? Your anonymised information will be held on a secure University of Glasgow Server for 10 years after the project ends. During this time, it may be shared with other researchers and students, if the research team thinks it is appropriate to do so. After 10 years it will be destroyed.

What will happen to the results? We will use the results of the study in reports, publications and presentations. Please let us know if you would like a summary.

Who is running the study? The study will be managed by a research team from the University of Glasgow and Glasgow School of Art. The team is part of the Scottish Alliance for Food (<https://www.gla.ac.uk/research/az/scaf/about/>), which is funded by the Scottish Funding Council.

Who has reviewed the study? The study has been approved by the University of Glasgow College of Social Sciences ethics committee.

If, at any point, you would like any independent advice or have any concerns about the project, please contact the College of Social Sciences Ethics Lead, email socsci-ethics-lead@glasgow.ac.uk.

How do I find out more about the study? Please contact: Sophie Gardiner
(S.Gardiner@gsa.ac.uk)