

## PARTICIPANT INFORMATION SHEET

### UK-China Creative Industries Research and Innovation Hub Fellowship

#### (short name: SEED Fellowship) Project

#### 中文介绍在英文介绍之后

You are being asked to take part in a research study. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

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

This research (May 2023-April 2024) will target stakeholders of creative industries from the UK and China. The research will identify opportunities and challenges for UK-China collaboration in the creative industries, and the support needed for a hub to facilitate research and innovation, with the aim to build a business case for the future hub and its operational model.

#### **Why have I been invited to participate?**

You are invited because we believe you will have valuable input in helping us identify the opportunities, challenges, and support, and/or because you have experience in creative industries.

#### **Do I have to take part?**

As participation is entirely voluntary, it is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and you may be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time up until 31<sup>st</sup> March 2024 and without having to give a reason.

#### **What will happen to me if I take part?**

The research will be conducted through survey/interview/workshops/mini projects, online or in person (if in person, a well-ventilated room will be used, ensuring social distancing and all COVID-19 safety measures are followed). Survey/interview will take between 30-120 minutes (if longer than 60 minutes, a break will be offered). Workshops will range between 2 -7 hours, with breaks at least every 90 minutes. You will be asked questions and given sufficient time to answer and/or discuss these questions and make suggestions/comments.

#### **Are there any lifestyle restrictions?**

There are not any life style restrictions. For one-day in-person workshops, refreshments and lunch will be provided. You will be asked in advance your dietary request.

#### **What are the possible disadvantages and risks of taking part?**

The risk of getting infected by COVID-19 may increase for in-person sessions. Face coverings should be worn by researchers and participants wherever possible for in-person sessions with social distancing less than one meter. Researchers and participants should wash or sanitise their hands regularly. Please be aware that while every effort is made to ensure your safety, vaccination is proven to decrease the risk of transmission of Covid-19 and to reduce the likelihood of severe illness.

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

There is no direct benefit to the participant. However, you may appreciate that fact that your input will inform the future UK-China creative industries hub. We will provide a few vouchers to incentivise participation. For in-person sessions, reasonable travel expenses will be paid.

### **What if something goes wrong?**

If something goes wrong and you wish to complain about the experience, you can contact the Chair of the Research Ethics Committee of College of Engineering, Design and Physical Science Research Ethics Committee, Professor Simon Taylor ([simon.taylor@brunel.ac.uk](mailto:simon.taylor@brunel.ac.uk))

### **Will my taking part in this study be kept confidential?**

All information which is collected about you during the survey will be kept confidential (until 1<sup>st</sup> May 2033). Any information about you which leaves the University will have all your identifying information removed. With your permission, anonymised data will be stored (e.g. on the Brunel project laptop which is password protected or Brunel Onedrive only accessible to the research team) and may be used in future research – you can indicate whether or not you give permission for this by the Consent Form.

When participating in interviews/workshops, you may want to be named/acknowledged for your contribution, the research team are prepared to acknowledge your input to the study by including your name (and/or organisation) in dissemination (e.g., on the project website, or reports), unless you want to keep it confidential. We will not collect sensitive personal data for the study.

### **Will I be recorded, and how will the recording be used?**

We intend to audio or video record the interviews/workshops for the purpose of data analysis and project dissemination (e.g., for the project website). The participants' permission will be sought in advance, and the research team will clearly indicate before the recording starts. The recordings (in full or part) may be used in the project website if the participant gives permission (and the participant will be asked in advance to confirm this). The recording will be transferred to a GDPR compliant platform (e.g., a Brunel-owned laptop, password protected) for storage (till 1<sup>st</sup> May 2028) whenever possible. The data will be deleted from the local recording device after transferring to a secure platform (e.g., password projected laptop), normally within a week of the recording, or as soon as possible. The research team will ask the participants whether they want to be included the recording/photos; those who do not want to will be given an identifier (e.g., a lanyard) to wear so they will not be captured by video recording or photos.

### **What will happen to the results of the research study?**

The results will be written up as part of the project report/publication, and will be shared with the funding body (AHRC) and interested parties through conferences, project meetings and conference/journal publications. The participants will not be identified in the report or publication unless they specifically request it, or if the publication is an interview piece (in which case the participant will share the authorship).

### **Who is organising and funding the research?**

The UKRI/AHRC is funding the research. Professor Hua Dong from Brunel University London holds the fellowship, and the research team include: Dr Isobel Ward and Dr Weining Ning from Brunel University London, Dr Oscar Zhou from University of Kent, Dr Shuo Liu from Middlesex University, Dr Xinya You from University for the Creative Arts (UCA), Dr Jiang Ying from Tsinghua University, Dr Shu Yuan from Donghua University, Dr Min Hua from Shanghai Jiaotong University, and Dr Weining Ning from Brunel University London.

## What are the indemnity arrangements?

Brunel University London provides appropriate insurance cover for research which has received ethical approval.

## Who has reviewed the study?

The Research Ethics Committee of College of Engineering, Design and Physical Science Research Ethics Committee has reviewed the study.

## Research Integrity

Brunel University London is committed to compliance with the Universities UK [Research Integrity Concordat](#). You are entitled to expect the highest level of integrity from the researchers during the course of this research

## Contact for further information and complaints

**Researcher name and details:** Prof Hua Dong, Brunel Design School, [hua.dong@brunel.ac.uk](mailto:hua.dong@brunel.ac.uk)

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Dr Weining Ning, Brunel University London, [weining.ning@brunel.ac.uk](mailto:weining.ning@brunel.ac.uk)

## For complaints, please contact

Chair of the Research Ethics Committee, College of Engineering, Design and Physical Science Research Ethics Committee, Professor Simon Taylor ([simon.taylor@brunel.ac.uk](mailto:simon.taylor@brunel.ac.uk))

*Please note: Research ethics approval has been obtained for this study from the Research Ethics Committee of the College of Engineering, Design and Physical Sciences, Brunel University London.*

## 为参与者提供的研究项目信息介绍

### 中英创意产业研究与创新中心项目

您被邀请参与一项研究。在您做出决定之前，请阅读此文件以便您全面了解此项研究的目的和所涉及的内容。请您仔细阅读以下信息，如需要，请与他人进行讨论。如果有任何不清楚的地方或者您需要更多信息，请随时向我们提问。请花时间决定是否愿意参与。感谢您阅读此信息。

## 研究的目的是什么？

本研究（2023 年 5 月至 2024 年 4 月）针对英国和中国创意产业的利益相关者。此研究旨在确定英中创意产业合作的机遇和挑战，帮助建立一个促进研究和创新的中心，了解该中心所需提供的支持，目标是为未来中心及其运营模式建立可行计划。

### **我为什么被邀请参与？**

您被邀请是因为我们相信您将能够为我们确定机遇、挑战和支持提供有价值的意见，或者因为您在创意产业方面具有经验。

### **我是否必须参加？**

参与完全是自愿的，您可以自行决定是否参与。如果您决定参与，您将收到此信息介绍并可能被要求签署知情同意书。如果决定参与，您仍然可以在 2024 年 3 月 31 日之前自由撤回，而无需提供理由。

### **如果我参与，会发生什么？**

本研究将通过调查/访谈/研讨会/小型合作项目进行，可在线或面对面参与（如果面对面，则将使用通风良好的房间，并确保遵守社交距离和 COVID-19 安全措施）。调查/访谈将持续 30 至 120 分钟的时间（如果超过 60 分钟，当中将提供休息时间）。研讨会将持续 2 至 7 个小时，每 90 分钟至少休息一次。在被提问时，您将有足够的时间回答和/或讨论这些问题，并提出建议或评论。

### **参与此项研究是否以我有任何生活方式的限制？**

没有任何生活方式的限制。如果是全天的面对面研讨会，组织者将提供茶点和午餐。您将被事先询问您的饮食要求。

### **参与的可能不利因素和风险是什么？**

面对面会议可能增加感染 COVID-19 的风险。在面对面会议中，研究人员和参与者应尽可能佩戴口罩，并保持社交距离不小于一米。研究人员和参与者应常洗手或消毒。请注意，接种疫苗被证明可以降低新冠的传播风险和减少严重疾病的可能性。

### **参与的可能好处是什么？**

对参与者而言，没有直接的好处。您可能会为自己的意见能供未来的英中创意产业中心提供参考而感到欣慰。组织者将提供一些抽奖礼券作为参与的激励。如果您参与面对面会议，我们将对合理的交通费用予以报销（需要提供相关有效证明）。

### **如果出现问题怎么办？**

如果出现问题，您可以联系伦敦布鲁内尔大学工程、设计和物理科学学院研究伦理委员会主席 Simon Taylor 教授（[simon.taylor@brunel.ac.uk](mailto:simon.taylor@brunel.ac.uk)）进行投诉或者咨询。

## 我参与这项研究会保密吗？

一般而言，研究中有关您的信息将被保密（直到 2033 年 5 月 1 日）。离开大学的任何有关您的信息都将删除您的所有身份信息。在您的许可下，匿名化的数据将被存储（例如在受密码保护的 Brunel 项目笔记本电脑上或仅供研究团队访问的 Brunel Onedrive 云盘），并可能用于未来的研究。您可以通过知情同意书表明您是否同意此项操作。

在参与访谈/研讨会时，您可能希望被署名/认可您的贡献。我们的研究团队可以在公开发表的信息中提及您的姓名（和单位）来承认您对研究的贡献（例如在项目网站或研究报告中），除非您希望保密（请在知情同意书中说明）。我们不会收集敏感的个人数据用于研究。

## 我会被录音或录像吗？录音/录像将如何使用？

为了数据分析和项目传播的目的，我们计划对访谈/研讨会进行音频或视频录制（例如用于项目网站）。这将事先征得参与者的同意，并且在录制开始之前，研究团队将明确告知。如果参与者同意，录制内容（完整或部分）可能会在项目网站上使用（参与者将被事先咨询是否同意其录音/录像资料被公开）。录制的内容将被转移到符合《通用数据保护条例》的平台（例如布鲁内尔大学拥有的受密码保护的笔记本电脑）进行存储，尽可能保留至 2028 年 5 月 1 日。在将数据转移到安全平台（例如密码保护的笔记本电脑）后，本地录制设备上的数据将被删除，通常在一周内或尽快删除。录像前，组织者将询问参与者是否希望出现在录像/照片中；不希望被录像或拍照的参与者将获得一个特殊识别标识（例如名牌挂绳），以便录像者识别而不拍摄或拍照捕捉。

研究结果将以项目报告/出版物进行公布，并通过会议、项目会议和会议/期刊出版物与资助机构（英国艺术与人文研究委员会 AHRC）和感兴趣的各方共享。参与者在报告或出版物中一般不会被识别，除非参与者明确要求需要被识别或出版物是一篇专访文章（在这种情况下，参与者将作为作者出现）。

## 谁在组织和资助此研究？

英国研究委员会（UKRI）下的英国艺术与人文研究委员会（AHRC）是此项目的资助者。伦敦布鲁内尔大学的董华教授是项目负责人。研究团队人员包括：伦敦布鲁内尔大学的 Isobel Ward 博士和宁维宁博士，肯特大学的周天扬博士，米德塞克斯大学的刘硕老师，创意艺术大学（UCA）的尤昕娅博士，上海清华国际创新中心未来设计研究院的姜颖博士，东华大学的袁姝博士，上海交通大学的花敏博士。

## 保险安排是什么？

伦敦布鲁内尔大学为已获得伦理批准的研究提供适当的保险保障。

## 谁审查了这项研究？

伦敦布鲁内尔大学工程、设计和物理科学研究伦理委员会审查了这项研究。

## 研究诚信

伦敦布鲁内尔大学致力于遵守英国大学研究诚信协定。在本研究过程中，您有权期望研究人员展现高水平的诚信。

## 联系方式和意见反馈

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Dr Weining Ning, Brunel University London, weining.ning@brunel.ac.uk

## 如有意见或投诉，请联系：

伦敦布鲁内尔大学工程、设计和物理科学学院研究伦理委员会主席 Simon Taylor 教授（simon.taylor@brunel.ac.uk）进行投诉或者咨询。

*请注意，此项研究已经获得伦敦布鲁内尔大学工程、设计与物理科学学院研究伦理委员会的批准（批准参考号：42771-MHR-May/2023-44881-1）*