



## **GENERAL INFORMATION FOR PARTICIPANTS**

### Version 3.0

With this letter, we would like to invite you to take part in one of the scientific studies at the Donders Centre for Cognition. Participation is voluntary. In this very comprehensive information sheet, you can read about the study, what it means for you and what the pros and cons are. Can you please read the information and decide if you want to take part?

### **Ask your questions**

You can make your decision based on the content in this information sheet. We also suggest the following:

- Ask questions to the researcher who gave you this information.
- Talk to your partner, family or friends about this study.
- Ask questions to the independent expert (see contact details Appendix A)

### **General information**

The Donders Centre for Cognition (DCC) has set up this study, and in this document it is referred to as the 'sponsor' or DCC. Researchers or research assistants conduct the study. Our research has been reviewed independently by the Ethics Committee of the Faculty of Social Sciences of the Radboud University Nijmegen (ECSS; <https://www.ru.nl/fsw/onderzoek/ethiek-commissie-ethics-committee-ecsw>). There is no formal objection against this study.

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

The Donders Institute is a university research centre. The sponsor, the DCC, is part of the Donders Institute. Research of the DCC focuses mainly on how we can perceive, speak, think, remember, or move, the so-called "cognitive functions". The aim is to better understand these complex functions. For our research we need volunteers who are willing to participate in one or more various experiments. In these experiments you are, for example, asked to listen or watch. Alternatively, you can be asked to actively do something, like speaking, reacting, remembering or moving. All our research and research methods have negligible to minimal risks. No invasive procedures are involved.

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

In order to get to a better understanding of cognitive functions, the DCC has measurement equipment at its disposal that allows measuring behaviour and brain activity.

The usage of a particular technique depends on the research question of a study.

The researcher will send you all relevant information in advance. Besides this general information brochure you will receive :

1. If applicable, specific information on the technique applied in the concerned study, for example EEG, Robot lab, or Moving sled.
2. Study specific information: the researcher will provide you with additional study related information and associated conditions: e.g. you will be asked to watch a

movie or pictures on a monitor, to listen to sounds, to perform a task, or to respond as fast as possible to something.

The researcher ensures that you will receive all information in a timely fashion before participation. Please read this information carefully and contact the researcher if you have any questions. The time investment per study will vary from 30 minutes up to a couple of hours: this includes preparation time and pauses between the measurements.

### **What happens during the study?**

Generally, no extra preparation is required before participation. It is important that you are fit, alert and that you have not consumed excessive amounts of alcohol the night before. The research takes place in the Maria Montessori building. When you arrive, you can take a place in waiting room 01.302 (for more details see Appendix A). The researcher will come to collect you and take you to the experiment room. He/she will explain to you the aim of the research, what is expected of you and what will happen during the experiment. You will receive specific instructions about what you are asked to do during the experiment. In all cases, the researcher will answer all your remaining questions concerning the experiment before participation. Once everything has been fully explained, he/she will ask you to sign the consent form.

### **What agreements do we make with you?**

We want the study to go well. That is why we make the following agreements with you:

- ✓ Unless you have cancelled, we expect you to attend the appointment on time
- ✓ You should contact the researcher in these situations:
  - You are encountering problems with your health
  - You do not want to participate any further in the study
  - Your contact details have changed

### **What side effects, adverse effects or discomforts could you experience?**

In general, there are only negligible adverse or side effects known as a result of taking part in the study. There might be possible discomfort encountered from the application of the electrodes or devices to your head. This will be explained further in the technique-specific information brochure(s). In addition, a disadvantage is that you spend time on the preparation and participation.

### **What are the pros and cons if you take part in the study?**

Taking part in the study can have pros and cons, see below. Think about these carefully and if necessary talk to other people about it.

You yourself do not benefit, apart from a potential reward, from taking part in this study. But by taking part, you will help the researchers gain more insight in human behaviour and the brain.

Potential disadvantages:

- You may encounter discomfort from (extra) measurements during the study, for example, as already mentioned above, the application of electrodes to measure eye movements or muscle or brain activity.
- You need to allow time for appointments and carefully follow instructions as part of the study.

### **When does the study end?**

The researcher will let you know if and when there is any new information about the study that could be important or interesting to you. The researcher will then ask you if you want to continue with the study.

In these below situations, the study will immediately stop:

- All measurements according to the schedule are finished and/or the end of the whole study has been reached
- You want to stop participating in the study yourself. You can stop at any time by informing the researcher immediately. You do not have to explain why you want to stop.
- The researcher decides it is better for you to stop
- One of the following national authorities decides that the study should stop:
  - The ethical committee that assessed the study
  - The research centre itself
  - A supervisory organization, such as an inspector who works for the researcher or sponsor or the Health and Youth Care Inspectorate.

*What happens if you stop participating in the study before it ends?*

The researchers use the data that have been collected up to the moment that you decide to stop participating in the study. If you wish, we will destroy the collected data. Please let the researcher know.

**What happens after the study has ended?**

You can ask the researcher to keep you informed about the research results. Since data analyses and publication are time consuming, it is not feasible for the researcher to agree on a notification term. In general, the researcher will ask you to get in touch over a certain length of time.

The acquired data will be analysed by the researchers. The data will not be examined from a clinical perspective, meaning that participation in any of the experiments cannot be considered as a medical or screening test, and are extremely unlikely to unravel potential abnormalities. If you have health concerns, we recommend you to contact your general practitioner.

**How will we process your data?**

*Are you participating in the study ?*

You give permission to the researchers to collect, use and store your data. During our research you will also be asked to provide personal data. With personal data we mean information through which you can be identified directly (for instance name and mail address) or indirectly (for instance ID number of our [SONA participation database](#)). These personal data are collected in order to reimburse you for this study.

*Which personal data are stored for administrative reasons?*

To provide compensation in VVV gift vouchers, your name and signature will be stored. To grant participation credits, your ID-number from the SONA participation database and your signature will be saved. The financial department will save these personal data, according to their guidelines, for the duration of 7 years.

*Which (sensitive) personal data is stored to answer the research question?*

In this experiment no experimental data is collected on the basis of which you could be identified. In some cases it is required that we collect demographic information or sensitive data about your health, background of preferences to answer the scientific question and publish about the results, for example gender, year of birth, handedness (left or right), language background or colour blindness.

Since we don't collect any research data that could be linked to your identity, we will share the research data including the specific personal data anonymously.

*How do we protect your privacy during participation?*

Your research data are not linked to your identity. We store the research data anonymously.

*How long will we retain and safeguard your research data?*

We will keep your research data, that is used to answer the research question, for at least 10 years after study completion at secured locations of the Radboud University Nijmegen. The personal data that are collected for the reimbursement (your name and signature for VVV cards, or your ID-number of the participant database SONA with your signature in case of participant points), are archived at the financial department of the Radboud University Nijmegen for a duration of 7 years.

*Are we allowed to share your research data?*

Your research data could be of potential interest for other scientific research of other interested organizations.. Therefore research data are increasingly shared or made public. This is important to confirm the reliability of the results and inform the rest of the world on what kind of research is done within our scientific field. Sharing data can also increase the quality and efficiency of our own research and that of other organizations. Please therefore be aware that our research data are made public for the whole society. In principle anyone can get access to the research data, including the sensitive data, that are collected to answer the research question. Examples of these data which could be shared are information on age, gender, or data concerning your health. However, these data cannot be linked to your identity.

The personal data, that are collected for administrative purposes, such as reimbursement, are not made public.

*How about sharing my research data and my privacy?*

Your data will be shared and processed under strict conditions and in compliance with the current Dutch and European data protection regulations (GDPR).

*Would you like to know more about your privacy rights?*

For more information with respect to compliance of your rights regarding processing your personal data, you may check <https://www.ru.nl/privacy/english/> or the website of the authority personal data <https://www.autoriteitpersoonsgegevens.nl/en>. You can read the privacy statement of the Radboud University [here](#).

Do you have a question about your rights? Or do you have a complaint about the processing of your personal information? The DCC is responsible for the processing of your personal information. In case of a complaint, we recommend to first discuss this with the researcher. You can also discuss this with the Local Privacy Officer of the faculty of Social Sciences (Enna.Lujinovic, [Enna.Lujinovic@ru.nl](mailto:Enna.Lujinovic@ru.nl), or see Appendix A). For general questions concerning privacy, you can contact the Data Protection Officer of the Radboud University ([privacy@ru.nl](mailto:privacy@ru.nl); or see Appendix A). You can also submit a complaint to the Authority Personal Data.

**Will you receive compensation if you participate in a study?**

Participation in experiments is reimbursed. The DCC gives this reimbursement by means of 'VVV gift vouchers' (VVV cadeaubonnen; <https://www.vvvcadeaubonnen.nl/>) .

Students of the Radboud University Nijmegen can, instead of with VVV vouchers, be rewarded with credit points. This occurs via the [SONA participation system](#).

**Are you insured during the study?**

Insurance has been taken out for everyone who takes part in a study at the DCC, as part of the Donders Institute, i.e. a medical liability insurance and in some cases an additional subject insurance is in place for this. The insurance pays for damage caused by the study.

This concerns damage that surfaces during the experiment, see also Appendix B.

### **Do you have any questions?**

You can ask questions about the study to the researcher or research team of your study. Would you like to get advice from someone who is independent from the study? Then contact Miriam Kos, [miriam.kos@donders.ru.nl](mailto:miriam.kos@donders.ru.nl). She knows a lot about the study, but is not a part of this study.

You can share your experiences around participation with us. Are you satisfied or not at all and do you have a complaint? Share it with us via this [webform](#) enabling us to improve our research.

### **How do you give consent for the study?**

You will receive an information brochure, study-specific information and in certain cases information on the research technique from the researcher sufficiently in advance (i.e. 24 hours) before you participate in the study. This will allow you time to reflect on the potential benefits and risks and possible discomforts. You can ask questions at any time. Once you have been fully informed and you decide you want to participate, the researcher will ask you to sign the forms. First, you will fill out a screening form in order to check if you qualify to participate in the study. If this is the case, then you have to sign a study-specific informed consent form in which you confirm that you have been informed to your satisfaction and are willing and able to voluntarily participate. See Appendix C (example).

### **Finally**

If you, for some reason, are not able to attend the study in time, please inform the researcher as soon as possible.

### **Appendices**

- A. Contact information DCC
- B. Information Insurance
- C. Example informed consent form

## Appendix A – Contact information DCC

### *Independent expert*

Dr. Miriam Kos

✉ [miriam.kos@donders.ru.nl](mailto:miriam.kos@donders.ru.nl)

☎ +31(0)629646419 or +31(0)243612650

### *Local Privacy Officer of the faculty of Social Sciences*

Enna Lujinovic

✉ [Enna.Lujinovic@ru.nl](mailto:Enna.Lujinovic@ru.nl)

☎ +31(0)631132640

### *Data Protection Officer of the Radboud University*

✉ [privacy@ru.nl](mailto:privacy@ru.nl)

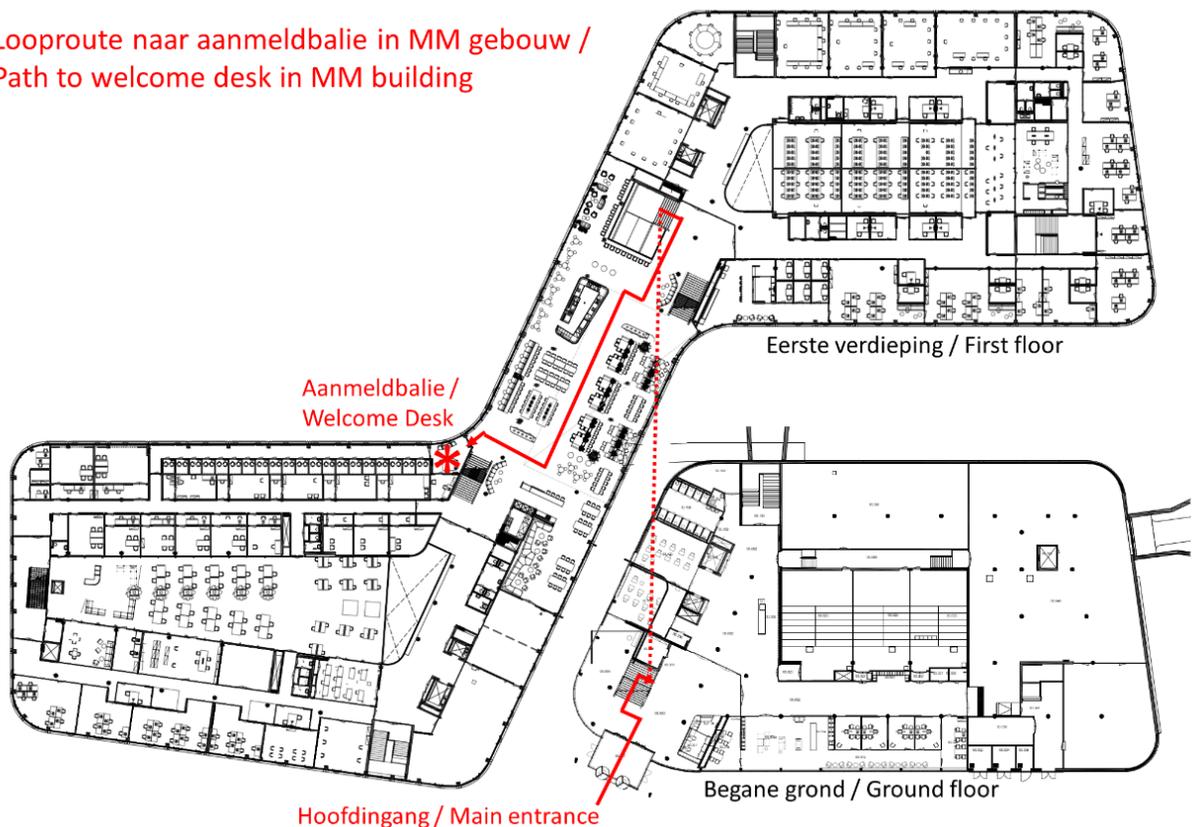
**Want to provide us with feedback on your experience with research at the DCC?**

☞ <https://www.ru.nl/donders/forms/feedback-webform-dcc-en/>

### *Route Maria Montessori building*

Follow the route below for waiting room 01.302:

Looproute naar aanmeldbalie in MM gebouw /  
Path to welcome desk in MM building



## Appendix B Participant Insurance



### CERTIFICATE OF INSURANCE General Liability insurance

This certifies that we, Aon, Insurance Brokers & Risk Consultants in Rotterdam, The Netherlands, have effectuated the following insurance:

Policy number : V0100112930

Policy holder : Stichting Radboud Universiteit

Insureds : Stichting Radboud Universiteit,  
and further as mentioned in the policy.

Limit of liability : EUR 10,000,000.00 any one claim, with a maximum of two  
times this amount per insurance year.

Coverage : General Comprehensive Public and Products Liability. Employer's  
Liability as far as insurance is not compulsory by law.

Territory : Worldwide

Policy period : The current policy period expires on 1 July 2022 with tacit renewal  
for 12 months, unless notice of cancelation has been given by  
either party.

This certificate is issued as a matter of information only and does not extend or alter the coverage afforded by the policy. In the event of any claim, the policy (and any excess policies, if applicable) will be binding.

Rotterdam, 23 July 2021

Aon



For participation in:\*  Behavioural  EEG  Sled  Robot  
**\*tick the applicable box(es)**

**To be filled out by the PARTICIPANT:**

- I was satisfactorily informed about the study both verbally and in writing, by means of the general information brochure (version 3.0) and additional study specific information brochure(s).
- I was able to ask questions about the study which have been answered adequately. I had enough time to decide if I want to take part.
- I know that taking part in the study is voluntary. I also know that I can decide not to take part or stop taking part at any moment. I do not have to explain why.
- I give consent to the researchers to collect and use my research data for a minimum period of 10 years.
- I give consent to acquisition of personal data for administrative purposes.
- I give consent to collect demographic data (like gender or age) and data on my preferences or health to answer the research question.
- I give my consent that my anonymous experimental data will be made public, e.g. the data are publicly shared with persons interested in the data, for instance for verification, re-use and/or replication.

I understand that:

- I have the right to withdraw from the experiment at any time without having to give a reason.
- My research data is stored anonymous and cannot be linked to my identity.
- My research data are not examined from a clinical perspective.

-----  
**Please tick yes or no in the below table and include the date.**

I give my consent to participate in this experiment	Yes	No*
Datum	_ / _ / _	

*\*If you answer one of the questions above with 'no', then you cannot participate in this experiment.*