

# Participant Information Sheet

## 1. Research Project Title

Multitasking of Speech and Hand Movements

## 2. Invitation

You are being invited to take part in a research project. Before you decide whether to participate or not, it is important for you to understand why this 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 would like. Ask us if there is anything that is not clear for you or if you would like to have more information. Take time to decide whether you wish to take part or not. Thank you for taking the time to read this.

## 3. What is the project's purpose?

The aim of this research is to investigate the speech and hand movements of healthy adults while single-tasking and how these abilities may be affected by multitasking. This research involves two sections. The first section involves completing one task at a time and the second section involves completing two tasks at the same time. It is hoped that this project will shed light on the links between speaking abilities and hand dexterity in healthy adults. Findings from this study will be used to establish a foundation for conducting research with adults who have neurological illnesses affecting communication and other motor skills.

## 4. Why have I been chosen?

You have been chosen as a participant in this research because you are a healthy adult, and your age is between 55 and 75 years.

In order to participate in the research, you should be in good health and free of any serious illnesses. In particular, you should not have any illness or injury that affects your ability to speak, remember, concentrate, or move your hands.

## 5. Do I have to take part?

It is up to you to decide whether to take part. If you do decide to take part, you will be able to keep a copy of this information sheet and consent form confirmed by you. You can withdraw at any time, and you do not need to give a reason for withdrawing.

Also, it is important to inform you that participating in this research will not create a legally binding agreement and will not create an employment relationship between you and the University of Sheffield.

**6. What will happen to me if I take part? What do I have to do?**

You will be given some speech and hand dexterity tasks to complete, and you will attend only one session. It is estimated that it will last 60 minutes. The researcher will collect audio-video recordings of your face and hands to measure the speed and accuracy of your speech and movements.

Speech tasks will involve saying a syllable (such as “ka”), word (such as “kind”), and sentence (such as “The baby cries in the night.”). Hand dexterity tasks will involve moving your fingers (such as finger tapping) and hands (such as coin rotation task). Both your right hand and left hand will be used in the sessions. Before these tasks, you will also be asked some questions about your background medical history and will be given a form including short questions to fill out.

Because of the concern about the COVID-19 transmission, the research will be conducted through online meetings. Therefore, you will attend only one online meeting (via Google Meet).

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

It is anticipated that participation in this research will not cause any physical or mental discomfort, disadvantages, or risks because the activities are based on everyday tasks. It is possible that some tasks may feel challenging. If this aspect of the study poses any discomfort or fatigue, you may pause for a break, or discontinue the study.

It is also possible that if someone is present in your surroundings during the meeting, s/he could see or hear something about your background information, speech or motor skills. Although it is not anticipated that this experience would physically harm you or this person, you should conduct the meeting in a private setting.

**8. What are the possible benefits of taking part?**

Although there are no direct benefits for those people participating in this project, it is hoped that this work will bring new understanding about the effects of multitasking on speech. Also, it is hoped that this study will provide the information necessary to design future research to study medical conditions that affect communication and movement abilities.

**9. Will my taking part in this project be kept confidential?**

All the information collected about you during the research will be kept strictly confidential, and only researchers of this project will be able to access it. You will not be identified in any reports or publications. Moreover, if you agree to us sharing data collected from you with other researchers, the shared data will be anonymised, and your personal details will not be included.

**10. What is the legal basis for processing my personal data?**

According to data protection legislation, we inform you that the legal basis we are applying to process your personal data is that "processing is necessary for the performance of a task carried out in the public interest" (Article 6(1)(e)). Further information can be found in the University's Privacy Notice <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>.

As we will be collecting some data that is defined in the legislation as more sensitive (information about your medical history), we also need to let you know that we are applying the following condition in law: that the use of your data is "necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes" (9(2)(j)).

**11. What will happen to the data collected, and the results of the research project?**

Collected data and the results of this project will be used as part of a dissertation study for my PhD at the University of Sheffield. Data will be accessible for only me and the academic supervisors of this project. The results of the research may be published as part of a scientific conference or paper. Your personal information will not be disclosed in any dissertation, report, or publication.

The online meeting you will attend via Google Meet will be recorded and stored on secure University's Google Drive. Also, all data collected from you during the online session will be immediately transferred to an encrypted external storage device, and identifiable data will be anonymised, such as name, email, gender. The encrypted external device will temporarily be used to store data of video, and it will be used to store anonymised data files. After analysis, video records will only be kept on University's Google Drive. The external device will be stored for five years in locked office files within the Division of Human Communication Science. These data may be used for the next five years without your personal details in the future studies of the researcher of this project. Your identifiable personal data will be destroyed immediately after the completion of my PhD degree.

Due to the nature of this research, other researchers may think that the data collected from you is useful in answering future research questions. In addition to your consent for this study, we will also

ask for your explicit consent for your data to be shared in the consent form. This additional consent is optional, and you do not have to agree to this to complete the study.

**12. Will I be recorded, and how will the recorded media be used?**

The online session will be recorded and then used for analysing your speech and hand movements. Your face, speech, hands from elbow to fingers, and hand movements will be recorded. No one outside the research will be allowed access to the original recordings unless you give your specific consent which is additional and optional to taking part in this study. These records will be stored on secure University's Google Drive. The encrypted external device will temporarily be used to score data from video records, and it will be used to anonymise identifiable data and store them. The researcher will also use a password-protected computer at the online meeting.

**13. Who is organising and funding the research?**

The research is conducted by Tugay Senlik who is a PhD student in the Division of Human Communication Sciences at The University of Sheffield. The research is supervised by Professor Patricia E. Cowell and by Doctor Stuart Cunningham, from the Division of Human Communication Sciences, Health Sciences School, University of Sheffield.

**14. Who is the Data Controller?**

The University of Sheffield will act as the Data Controller for this study. This means that the University is responsible for looking after your information and using it properly.

**15. Who has ethically reviewed the project?**

This project has been ethically approved via the University of Sheffield's Ethics Review Procedure, as administered by the Health Sciences School. The University's Research Ethics Committee monitors the application and delivery of the University's Ethics Review Procedure across the University.

**16. What if something goes wrong and I wish to complain about the research or report a concern or incident?**

If you have any complaints about the project in the first instance you can contact Professor Patricia E Cowell [p.e.cowell@sheffield.ac.uk]. If you feel your complaint has not been handled to your satisfaction, you can contact Professor Tracey Moore, Dean, Health Sciences School [tracey.moore@sheffield.ac.uk].

If the complaint relates to how the personal data of the participants has been handled, you can find information about how to raise a complaint in the University's Privacy Notice:

<https://www.sheffield.ac.uk/govern/data-protection/privacy/general>

If you wish to make a report of any concern or incident relating to potential exploitation, abuse or harm resulting from your involvement in this project, please contact the project's Designated Safeguarding Contact [Professor Jenny Thomson; [j.m.thomson@sheffield.ac.uk](mailto:j.m.thomson@sheffield.ac.uk) or Professor Tracey Moore; [tracey.moore@sheffield.ac.uk](mailto:tracey.moore@sheffield.ac.uk)]. If the concern or incident relates to the Designated Safeguarding Contact, or if you feel a report you have made to this Contact has not been handled in a satisfactory way, please contact the University's Research Ethics & Integrity Manager [Lindsay Unwin; [l.v.unwin@sheffield.ac.uk](mailto:l.v.unwin@sheffield.ac.uk)].

#### **17. Contact for further information**

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Thank you for taking part in this research.

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