

## **Extracts from the Participant Information Sheet (PIS) for the study**

The following examples from the PIS for the study 'Understanding the professional development needs of online educators: Expansive learning and transformative agency in a Change Laboratory intervention' show how I explained the Change Laboratory concept to potential participants.

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

If you join the study, you will take part in a series of meetings using a format called The Change Laboratory as noted above. In the meetings you will be invited to:

- discuss topics relating to your professional development needs as an online educator, and consider how these needs are currently being met and how they might be met in the future.
- give feedback on your experience of being involved in the Change Laboratory process, and offer any thoughts on how the process might be improved for future use.

Between the meetings you will have an opportunity to:

- keep simple notes of any thoughts that you might have about the Change Laboratory tasks for potential sharing at subsequent sessions. These notes will remain confidential to you and any sharing with others will be entirely at your discretion.
- read through any notes that might be circulated to the group of participants.

The nature of the Change Laboratory process will be explained in an initial briefing session before the full Change Laboratory cycle starts. This information will be recapped at the start of each session before any discussions take place. The sessions will be facilitated by me as the lead researcher, and audio-visually recorded using Zoom Video Communications software. A note-taker and a scribe will take notes of the session to back-up the recording.

### **How long will my part in the study take?**

Each Change Laboratory session will last for a maximum of two hours with a short break partway through the session. There will be nine sessions over a four-month period, with two follow-up review sessions four and eight weeks respectively after session nine. The sessions will be held on the following dates and times:

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

..... Previous studies about the professional development of online educators have involved experts or managers who may not actually educate online. In contrast, this study offers an important opportunity to hear from online educators themselves about those factors that influence their development needs over time. If the outcomes of the study can help you as an online educator to master the complexity of your role throughout your career, you can improve your efficiency and effectiveness, increase your job satisfaction and wellbeing and provide a richer T&L experience for both learners and educators. In addition, there are currently no published studies on the use of the Change Laboratory approach in a live online

environment. By taking part in this study you will help increase our understanding of ways to carry out education research online in the future.

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

..... Everyone in the Change Laboratory sessions, including the note taker and the scribe, will be asked not to disclose information to anyone not involved in the group. The note taker and the scribe will sign a confidentiality agreement prior to taking part in the Change Laboratory sessions. No images will be used in any reports, articles, publications, presentations or similar arising from the study.

The audio-visual recordings, notes from the Change Laboratory sessions and all other information relating to the study will be kept as secure, encrypted files on a password-protected laptop computer and on a separate, secure back up facility provided by Lancaster University. Any information on paper will be stored in a lockable fireproof container when not in use. All of the information on the laptop computer and in the back-up facility will only be available to me as the lead researcher.

In accordance with guidelines from Lancaster University all data, except for audio-visual recordings, will be kept securely for a minimum of ten years from the start of the study. After ten years it will be deleted or destroyed as confidential waste. Audio recordings of the Change Laboratory sessions will be permanently deleted once the award of PhD has been finalised in case they are needed at any time during the examination process. *Visual* recordings will be deleted as soon as they have been reviewed and checked against the transcript, and the data from the note taker and the scribe.

Anonymised transcripts from the Change Laboratory sessions will be archived in an institutional data repository called Pure at Lancaster University. This is in line with the University's Research Data Management Policy. The data is managed by the University and only made available to other researchers upon request and with an appropriate data license.