

Gatekeeper Role Checklist

This is a checklist to those acting as a gatekeeper and highlights important considerations when supporting research.

- Please emphasise the voluntary nature of participation in the research.
- Please make sure you do not attempt to persuade or encourage participants to take part at any point.
- If a participant contacts you about taking part in the research, please ensure they have read the information sheet and consent form.
- If you are unsure about any aspect of the research, please contact X [PLEASE INSERT NAME].
- If a participant who has read the information sheet and consent form asks you more about the research, please advise them you had no part in the design or content of the research and refer them on to X [PLEASE INSERT NAME].
- Please highlight the contact details on the information sheet if a participant is interested in further assistance.
- [IF APPLICABLE] X [PLEASE INSERT NAME] will be present and provide instructions when data collection takes place.
- [IF APPLICABLE] The participants should be left to complete the questionnaire in their own time and should not feel pressurised.

| Name of researcher | Designation | Contact Email | Telephone Number |
|--------------------|-------------|---|------------------|
| X | X | X@leedsbeckett.ac.uk Leeds Beckett University, Fairfax Hall, Headingley Campus, Leeds, LS6 3QS | 0113 812XXXX |