

## *Participant Information Letter (discussion meeting / focus group)*

### **A Study of Cycling with Public Transport**

This is part of a PhD student research study titled *"Fitting the bike to the chain: An activity analysis of transitions towards households integration of multi-modal cycling"* by PhD student Peter Atkinson, supervised by Frances Hodgson and Caroline Mullen, University of Leeds.

**Please read through this information sheet and contact the researcher to ask any questions you may have. The researcher will be at the discussion meeting (or 'focus group' of 8 or more participants) where he will explain anything you're still unclear about. Take time to talk about this with the other people in your household, ensure you have their support before you take part in this research.**

#### **Project aims**

We want to find out who combines cycling with public transport, how this helps your household or family, and whether this is something that has changed over time, and as children have become adults. We would also like to find out what can make cycling in combination with public transport difficult.

Cycling is already popular in combination with rail journeys for getting to work, school or college, but this study is also interested in the potential for combining cycling with buses, trams and Metro rail systems, and for social, recreational and many other purposes.

#### **Why are our experiences of value to the study?**

The experiences of the members of households where someone integrates cycling with other modes of transport, are essential to this project. Finding out how you arrange, prepare and undertake everyday activities and associated travel is essential to understanding the challenges and constraints which can be associated with everyday cycling. It will also help us to identify and communicate any benefits it could offer to other households.

#### **What will we need to do?**

You will be involved in a discussion (or 'focus group'). This will involve you, together with other people who cycle with public transport talking about some of the following issues:

- the different activities undertaken by bike, places travelled to and reasons why people go on bike trips
- people who cycle with you, or people who you visit, or meet by bike
- the challenges you face when you try to take your bike on a long journey
- people learn to travel on their own with their bikes (perhaps you did this as a child or adolescent) and who helps them to learn the necessary skills
- the costs of cycling, space for storing bicycles and other equipment
- other factors resulting from changes to the household over the same period.

It would be helpful if you would also complete a short questionnaire that records your age, gender, whether you drive, the number of motor vehicles you have available, your approximate household income level, how many adults and children live with you, any major changes you've experienced recently at home, and your home address. You won't have to fill in this questionnaire, but it would help us to make sure that we are including a diverse range of people from different kinds of households.

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

Taking part in the workshop will require you to give up a little over an hour of your time. We will try to invite you to join in at a time when we think the discussion meeting should not be too inconvenient for you.

**What are the possible advantages and benefits of participating in this study?**

You will be contributing to knowledge of how the integration of cycling may be useful to support household activities. This will be relevant to other households looking for independent travel opportunities for their younger members, as well as to policy-makers and professionals involved in planning for cycling integration. You may also find out about other facilities, resources and information to help you and your family make journeys by combining cycling with public transport.

Through your participation and the completion of the Consent Form you will receive a cash reward of £5 as compensation for any local travel costs you may incur to get to the discussion meeting.

**Do I have to take part?**

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 be asked to sign a consent form. After giving your written consent, you may choose not to respond to any particular question or activity prompt within the workshop sessions you participate in.

You may withdraw from the study at any time, without it affecting any benefits, such as eligibility for the reward payment. You will have a two-week cooling-off period after the workshop when you may still request that direct quotes of what you said, or photos and video images of you taking part in the activities should not be included in any publications or other outputs. However, any data you contributed during the discussion meeting will have been analysed as part of the discussion process and will be retained for further analysis. Your ideas may therefore be referred to in reports of subsequent discussions with other participants who remain included in the study. No further data will, however, be collected.

**What is the purpose of the research and where will the research findings be reported?**

This study intends to share the anonymised real-world knowledge gained from households with policy-makers, transport planners, operators and other members of the general public. It is important for policy-makers who decide on transport investment and support programmes to know how you have responded to the challenges, constraints and opportunities for combining cycling with public transport. The study's findings will be reported at conferences, in journal papers and the researcher's PhD thesis. A project website and regional media releases will enable the public to follow the project.

**Why will interviews and workshops be recorded, and how will these be used?**

Interviews, focus group and workshop activities will be video and audio recorded to enable analysis of the discussion and related visual materials. Digitised drawings and other visual materials will be analysed to identify themes which may be important for the effective integration of cycling. The audio, photographic and/or video recordings of your activities made during this research will be used only for illustration in conference presentations and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

**Will my contribution be anonymous?**

Yes, in all outputs, data and images will be anonymised. Your personal information will remain known only to the research team. Neither you, nor other people to whom you may refer, will be personally identified by your real names, nor be identifiable in any other way in outputs from the research. We may sometimes use a pseudonym (a kind of nickname that no-one else knows is yours) to quote what you have said. While the researcher will maintain your anonymity, we cannot promise this on behalf of other participants in the workshop activity and discussion, although it will be requested.

**How will my data be stored and who will have access to it?**

A paper-based record of your consent will be retained securely within the University. Recordings and transcripts of the workshop activity and discussion and other digitised materials will be stored on a secure computer and linked to your name by a code word that only the researchers have.

Only the research team will have access to your anonymised data. Relevant sections of the data collected during the study, may be looked at by individuals from the University of Leeds or from regulatory authorities where it is relevant to your taking part in this research.

**Anonymous archival and Sharing of Research Data**

Anonymised digital data in the form of photographs, scanned drawings, GPS tracking patterns, or edited video and audio recording transcripts of interviews, observations, or workshops) will be retained in the University of Leeds 'Research Data Leeds Repository' beyond the end of the project. These anonymised archives would be available, following a formal application process, to other researchers.

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