Appendix I – Participant information leaflet

"Pilot study to test the acceptability and feasibility of a theory-led multicomponent intervention to reduce sedentary behaviour in the workplace"

Research Team Gail Nicolson, Dr Catherine Darker and Dr Catherine Hayes

We are inviting you to take part in a research study. Before you decide that you want to take part, it is important for you to understand why it is being done and what it will involve. Please take you time to read the information in this information sheet before deciding to take part. If you have any questions or do not understand the information, you can ask the research team. Their details are at the end of this information sheet.

What is the aim of this research?

The aim of the research is to undertake a pilot study to investigate if a multicomponent intervention to reduce sedentary behaviour in a workplace setting is acceptable and feasible. Who is organising the research? The study is being conducted by Gail Nicolson as part of her PhD project to test a pilot intervention to reduce sedentary behaviour in the workplace. The PhD is funded by the Dean of the Faculty of Health Sciences, Trinity College Dublin.

Can I take part in this study?

We are looking for men aged 18 or over with sedentary occupations, who are physically healthy to engage in light-moderate physical activity, and who would like to reduce their sedentary in their working day.

How many people will take part in the research?

Thirty people will take part in this pilot study.

What are the possible risks to taking part in the study?

There are minimal risks to taking part in this study.

What are the possible benefits of taking part in this study?

Participants in this study are contributing to the understanding of the acceptability and feasibility of an intervention to reduce sedentary behaviour in a workplace setting. People taking part will

potentially reduce their daily sedentary behaviour and may thereby benefit from taking part in the study.

Do I have to take part?

You do not have to take part in this study. You may decide if you would like to take part. You are free to refuse to take part in the pilot study, refuse to answer have any measurements taken at any time. You are free to withdraw from the study at any time and your details will be deleted if you decide to withdraw or request that your information is deleted.

What will happen if I take part?

If you decide to take part in the research, you must sign a consent form. We would like to see if an intervention to reduce sedentary behaviour at your workplace is acceptable and feasible, and also if it is effective in reducing your sedentary behaviour and increasing your physical activity. Before you take part we will give you a questionnaire to make sure that you are physically able to take part in this study. Higher scores mean that you should be able to take part without hurting yourself.

- Firstly, to get your baseline daily activity information we will ask you to wear a thigh-worn accelerometer to measure your sedentary behaviour and physical activity for 24 hours a day for 7 days. From this information we will provide you of a graph illustrating a breakdown of your sedentary behaviour and physical activity for the week. We will also ask you to download an app that will notify you 3 times a day every day to complete a short survey (each survey takes approximately 10 to 15 seconds to complete) to help us to gain real-time information about activities throughout the day. The questions ask what you are doing right before the notification went off – such as if you are working on your computer, reading or engaging in physical activity.

- Next, your worksite will be randomised to start the study either in the control period or the intervention period.

- If you are in the control period, this means that you will not receive the intervention but you will continue to wear the accelerometer data and you will be sent the text messages asking about your daily activities. At the end of each week the researcher will come to your workplace to upload the accelerometer data onto a laptop. The control periods and intervention periods will take place over 14 days each. In between the control and intervention periods will be what is called a 'washout period/usual habits' for 7 days where you have no measurements taken and you will not be contacted by the researcher.

- Alternatively, your worksite will begin with the intervention period, followed by the control period depending on the randomisation. In the intervention period, you will receive an under-desk pedal machine (Desk-CycleTM) to use as well as a wrist-worn physical activity tracker (e.g. Garmin Forerunner 35) so that you can track your daily use of the pedal machine and monitor your activity using the associated app/website (e.g. Garmin Connect). You will take part in a challenge to cycle at your desk every day and upload your activity to the website where you can see yours-, and others in

your worksites' progress. The activity tracker will also prompt you to move every hour that you have been sedentary, and by engaging in some physical activity such as a short walk or uploading a cycling activity, you will clear this 'move bar'.

- In summary, there is a 9-day baseline measure period, and then you will then be in either the intervention period or the control period (14 days each); with a 7-day washout period in between; followed by whichever period you did not receive. At the end of the baseline, control and intervention periods, we will ask you to complete a questionnaire on your work engagement. This questionnaire takes approximately 5-10 minutes to complete.

- At the end of the study, we would like to know how you found the study and what your experience and thoughts of participating were. We would like you to complete a short questionnaire (takes about 5 minutes to complete) on whether you thought that the intervention was acceptable, feasible and appropriate. We would also like you to take part in a focus group to tell us about your experience of being in the study. We will convene in a place suitable to you to carry out the focus group. The focus group will consist of 6-8 of you and your fellow co-workers to discuss your views on the pilot study in your workplace. The discussion will be audio-recorded and will take 30 - 40 minutes. The recording will be sent to a transcriber who will put it into writing word for word. Your name or any identifying information will not be included in the transcript and the audio recording will then be destroyed. Your information will not be disclosed to anyone outside of the research team. You can request a transcript of the interview.

What will happen if I suffer pain/discomfort at any time during the study period?

If you suffer any pain/discomfort at any time during the study, please discontinue all aspects of the intervention immediately and contact the research team using the contact details at the bottom of this leaflet. You should also contact your GP if you feel that you would like further advice.

What will happen to the information that I provide?

We will keep all of your information confidential. Your name and contact details will only be seen by the research team. The information (data) collected from the accelerometer will be uploaded to a secure laptop that is password encrypted. The accelerometer device only collects data on your activities such as lying, sitting, standing, stepping and cycling in minutes per day. Your name will not be attached to any of this data and each information file will have a code when uploaded. The PIEL Survey app is only used to collect the survey data and send you notifications. The PIEL Survey app does not use a remote server or database. Your data is stored on your own phone. At the end of each study period you will email your data file, using the secure email account on your device to the researcher. The questionnaires used in this study will be completed using pen and paper and your name will not be attached to them. All completed questionnaires will be stored in a locked bag during transportation to the researcher's place of work, where they will be stored in a locked cabinet. We will replace your name with a code and store your name separately from your other information. Only the researcher will hold the key to the code. The researcher will enter the information that you provide on a password-protected computer using the code. The data will then

be analysed by the researcher. Trinity College Dublin is the Data Controller. The means that the College controls and is responsible for the keeping and use of your personal information. The transcriber of the focus group data is the Data Processor - that is they process your data. They must only process your data on the instructions of the Data Controller. The responsibilities of the Data Processor include the necessity to keep personal data secure from unauthorised access, disclosure, destruction or accidental loss. The Data Processor will destroy the audio recording when it is transcribed. Your data will not be used in future unconnected research without your consent. If you would like to have more information about how your data are protected please ask for the Privacy Notice. You can ask for a copy of the Privacy Notice from Gail Nicolson (details below). In line with Trinity College Dublin Data Protection guidelines all data will be stored securely for ten years. Your information will be destroyed securely after that time. If you need to make a complaint, you can contact the Data Protection Officer at dataprotection@tcd.ie.

What will happen to the study results?

The results of the study will be used in the write-up of the researcher's PhD thesis. Research results may also be published in a journal or presented at a conference. Your information will not be linked to you in any way.

Has this study been approved?

The study will not begin until approval is received from Research Ethics Committee of the School of Medicine at Trinity College Dublin. Further information: If you would like any further information, or have questions about the study and your participation in the focus group, you can contact Gail Nicolson on 01-8963739.