

CONSENT FORM (*template*)

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| This template can be used by researchers to gain informed consent when collecting data from people using questionnaires, observations, interviews, diaries, focus groups, video recordings, etc. It pays particular attention to how data can be curated and made available for future use, and also addresses all the standard requirements of a consent form.  It is consistent with the requirements of the General Data Protection Regulation (GDPR).  The template should be adapted to the requirements of your particular study using the notes and suggestions provided.   1. Black text forms the standard content of a consent form 2. [Insert specific information in the highlighted square brackets] 3. Text notes in the grey boxes provide guidance only and are to be removed in the final consent form 4. Blue text indicates optional statements to add |

# Informed Consent for [name of study]

Name, position and department/faculty of researcher

Please highlight your choice by clicking inside the appropriate box

1. Taking part in the study

|  |  |  |
| --- | --- | --- |
| I have read and understood the information sheet for the following study: [insert name of study], or it has been read to me. I have been able to ask questions about my participation and my questions have been answered to my satisfaction. | YES | NO |
| I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions I am not comfortable with and I can withdraw from the study at any time by contacting [name and email address] up until [specify, e.g. data have been analysed/published, with specific date included], without having to give a reason. | YES | NO |
| I understand that taking part in the study involves [……………….]   |  | | --- | | Describe in a few words how information is captured, using the same terms as you used in the participant information sheet, for example: an audio-recorded interview, a video-recorded focus group, a survey questionnaire completed via a web browser, etc | | YES | NO |
| |  | | --- | | Depending on the study, it may be appropriate to list some additional consent items here for emphasis, e.g: |  * I agree to photos being taken during the observation sessions * I agree to the interview / focus group being audio-/video-recorded * I agree to my web browsing activity being recorded and stored in a log file * If there is a potential risk of participating in the study, then provide an additional statement: I understand that taking part in the study has [……………] as potential risk. | YES  YES  YES  YES | NO  NO  NO  NO |

2. Use of the information in the study

|  |  |  |  |
| --- | --- | --- | --- |
| I understand that information I provide will be used for [……………………….]   |  | | --- | | List the planned outputs, e.g. reports, publications, website, video channel etc., using the same terms as you used in the participant information sheet. For many projects, it is appropriate to state that information will only be shared in fully anonymised form. | | YES | NO |
| I understand that personal information collected about me that can identify me, such as my name or where I live, will not be shared beyond the study team. | YES | NO |
| I understand that my data will be stored [say how e.g. on a password protected computer and server] for [insert relevant timescale here, and if/when it will be destroyed] | YES | NO |
| |  | | --- | | Depending on the study, it may be appropriate to list some additional consent items here for emphasis, e.g: |  * If you want to use quotes in research outputs, add: I agree to being quoted anonymously. * If you want to use named quotes, add I agree that my real name can be used for quotes. * If written information is provided by the participant (e.g. diary), add any statement that may be required relating to copyright. | YES  YES    YES | NO  NO    NO |

3. Future use and reuse of the information by others

|  |  |  |  |
| --- | --- | --- | --- |
| I give permission for the [specify the data] that I provide to be deposited in a specialist data centre after it has been anonymised, so it can be used for future research and learning.   |  | | --- | | * Specify in which form the data will be deposited, e.g. de-identified (anonymised) transcripts, audio recording, survey database, etc.; and if needed repeat the statement for each form of data you plan to deposit. (Fully anonymised data will be appropriate in most cases) * Specify whether deposited date will be de-identified (anonymised), and how. Make sure to describe in detail in the participant information sheet. * Specify whether use or access restrictions will apply to the date in future, e.g. exclude commercial use, apply safeguarded access, etc.; and discuss these restrictions with the repository in advance * Destruction of consent forms – consent forms should be kept for as longs as the research data are retained (by the researcher or an archive). The original consent forms can be digitised and stored securely (encrypted), permitting the originals to then be destroyed securely by means of shredding. [GDPR – How does this affect RDM](http://www.open.ac.uk/blogs/the_orb/?p=2799) (Research Data Management) is a very useful document. | | YES | NO |

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| --- | --- | --- |
| I would like to receive a copy of the summary of the findings of this study.  You may wish to offer participants the opportunity to receive a summary of the findings of the study.  *Please insert your email address in the space below if you answer ‘yes’*  Email address ……………………………………………………………….. | YES | NO |

4. Signatures

|  |  |  |
| --- | --- | --- |
| **Name of participant  [in CAPITALS]**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(electronic signatures may be accepted** | **Date**  **\_\_\_\_\_\_\_\_\_** |

For participants unable to sign their name, please mark the box instead of signing

Please include one of the statements below at the bottom of the consent form (delete as applicable)

**If your project will be reviewed by HREC:**

This research project has been reviewed by, and received a favourable opinion from, The Open University Human Research Ethics Committee – HREC reference number: XXXX

**OR where the project does not need formal HREC review:**

This research project conforms to and complies with the OU Human Research Ethics Committee’s conditions for exemption from formal review.