

(The College logo must be used unless the Ethics Committee specifically permits you not to.)

**Sample 1**

**Consent Form**

(Remove blue text - Use the clauses appropriate to your needs)

You first need to include the **title of the project and your own name**. If you are a student, you should also provide the **name of your supervisor**

Title of Project: …………………………………………………………………………….

Name of Researcher: …………………………………………………………….

(and Supervisor if relevant, add another line)

**Consent clauses, statement format**

The first two statements should be included in all consent forms as they cover the essentials: that you have provided all the information the participant needs to make an informed decision and that they understand their participation is entirely voluntary.

Iconfirm that I have read and understood the Participant Information Sheet (or Plain Language Statement) for the above study and have had the opportunity to ask questions.

I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.

**Confidentiality/anonymity clauses**

If the participants will **not** be named in your final report/publication, this must be stated. If you intend to name participants in any publication, this must be stated. In both cases, this is to allow the participant to fully consent to the use or not of their name.

**Examples:**

I acknowledge that participants will be referred to by pseudonym.

I acknowledge that participants will be identified by name in any publications arising from the research.

**Where dependent relationship exists**

If there is a dependent relationship, (teacher/student, employer/employee) it may be helpful to include an acknowledgement statement.

I acknowledge that there will be no effect on my grades/employment (input category as relevant) arising from my participation or non-participation in this research.

**Clauses relating to data usage and storage**

Data storage and sharing: this is an essential part of the form for most staff and PGR researchers as it is University policy that data will be kept and made available to other researchers. To ensure that participants have given permission for this, explicit statements must be used. In addition, copyright may be required to be waived by the participants in relation to the publishing, archiving and sharing of qualitative data.

**Select appropriate options as required !**

* All names and other material likely to identify individuals will be anonymised.
* The material will be treated as confidential and kept in secure storage at all times.
* The material will be destroyed once the project is complete.
* The material will be retained in secure storage for use in future academic research
* The material may be used in future publications, both print and online.
* I agree to waive my copyright to any data collected as part of this project.
* I understand that other authenticated researchers will have access to this data only if they agree to preserve the confidentiality of the information as requested in this form.
* I understand that other authenticated researchers may use my words in publications, reports, web pages, and other research outputs, only if they agree to preserve the confidentiality of the information as requested in this form

**Refer to Privacy Notice** in relation to processing of personal data.

I acknowledge the provision of a Privacy Notice in relation to this research project.

**Consent on method clause**

Some indication of what the participant is agreeing to is also needed. The **example** given here explains that you will be conducting interviews and you will be recording them.

I consent / do not consent (delete as applicable) to interviews being audio-recorded.

(I acknowledge that copies of transcripts will be returned to participants for verification.) (Optional)

Do not forget to add some way for the participant to agree or not agree to take part in the research project. Two versions have been given here: a ‘delete as applicable’ statement or a tick box format. **Choose ONE.**

**Space for participant signatures must be provided in all cases**; this is usually at the end of the form. Researchers can co-sign the form although this is not essential.

If the participant is under 16, parental consent is required although the child should also to be asked to sign a consent form which may be adapted to simpler format or include pictures to assist understanding.

**Consent clause, agreement format**

I agree / do not agree (delete as applicable) to take part in the above study.

Name of Participant ………………………… Signature …………………………………………

Date ……………………………………

Name of Parent//guardian (if participant is under 16, remove if not required) ……………………………………

Signature …………………………………………………….. Date ……………………………………

Name of Researcher ……………………………………Signature ………………………………………

Date ……………………………………

**OR - Consent clause, tick box format**

I agree to take part in this research study [ ]

I do not agree to take part in this research study [ ]

Name of Participant ………………………… Signature …………………………………………

Date ……………………………………

Name of Parent//guardian (if participant is under 16, remove if not required) ……………………………………

Signature …………………………………………………….. Date ……………………………………

Name of Researcher ……………………………………Signature ………………………………………

Date ……………………………………

……………… End of consent form ……………