**TEMPLATE FOR INFORMED CONSENT**

**NOTE that this is not a fixed template but a guidance document that should be adapted to meet the needs of your study. Depending on the type of study you are planning and what is involved you will need to determine the statements that are appropriate to include in the informed consent. The template below is for guidance/suggestion and must be tailored to the specifics of your study. It does not cover all eventualities, and all statements will not be relevant to your study, but suggests some potential scenarios.**

The informed consent concisely covers the main points of the participant information phrased as statements with which potential participants can agree or disagree. You SHOULD NOT ask participants to consent to points not included in the application and the participant information (e.g. if the study andparticipant information does not mention that data will be used in future studies, this cannot be introduced on the informed consent).

The text in red below is for guidance/suggestion and should be tailored to the specifics of your study.

You can find further help and guidance on the research ethics webpages [here](https://www.city.ac.uk/research/ethics/how-to-apply/participant-recruitment).

**A consent form should:**

* be a short document (normally one page but may need to be longer depending on the complexity of the study);
* contain explicit statements of what taking part in the research project involves; and
* contain explicit statements of what will happen to the data collected.

If the consent form is a physical document, it will require signatures from the participant as well as the researcher. The participant should be provided with one of the copies.

**For online surveys/questionnaires**, a separate consent form would normally not be required. Instead consent can be obtain by either:

* a tick box (or tick boxes) for the participant to tick to agree to taking part (e.g. ‘I understand what taking part in this study will involve. I agree to take part in this study.’); or,
* a statement directly after the participant study information explaining that consent is provided by virtue of completing the survey.

**The informed consent should be:**

* provided on headed paper or have a digital logo; and
* clearly identify City as the responsible institution.

If you are collaborating with or the study is being sponsored by another institution/organisation it may be appropriate to include identifying information, including the logo, of the collaborator/sponsor too.

**TEMPLATE (please note that this is a template for face-to-face consent but can be adapted to other types of studies)**

# **Name of principal investigator/researcher**

# **REC reference number**

The reference number is generate in Research Ethics Online as soon as you start the application.

# **Title of study**

This must be the same title as the application form and participant information. You should ensure that the title is understandable to a non-expert, i.e. avoid using jargon or unnecessarily academic language.

Please tick or

initial box

|  |  |  |
| --- | --- | --- |
| 1 | I confirm that I have read and understood the participant information dated [INSERT DATE AND VERSION NUMBER] for the above study. I have had the opportunity to consider the information and ask questions which have been answered satisfactorily. |  |
| 2. | I understand that my participation is voluntary and that I am free to withdraw without giving a reason without being penalised or disadvantaged. |  |
|  | I understand that I will be able to withdraw my data up to [INSERT TEXT CLEARLY DEFINING TIME LIMIT e.g. ‘the time of transcription’ OR ‘the time of publication’]. |  |
|  | I agree to the focus group/interview being audio OR video recorded. |  |
|  | I agree to maintain the confidentiality of focus group discussions. |  |
|  | I agree to City recording and processing this information about me. I understand that this information will be used only for the purpose(s) explained in the participant information and my consent is conditional on City complying with its duties and obligations under the General Data Protection Regulation (GDPR). |  |
|  | I would like to be informed of the results of this study once it has been completed and understand that my contact details will be retained for this purpose. |  |
|  | I agree to take part in the above study. |  |

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Name of Participant Signature Date

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Name of Researcher Signature Date

When completed, 1 copy for participant; 1 copy for researcher file.

**Explicit consent for the following should be obtained where applicable:**

* Reuse of data and an explanation what the data will be used for, as well as reassurance that the data will only be reused in studies which have been given ethics approval.
* The use of direct quotes.
* Sharing data outside the research team (e.g. with collaborators).
* A statement that asks the participant to confirm that they understand that their anonymous data will be made open access, e.g. to underpin journal publication or to meet funding requirements.