**Informed Consent for [*insert title of project*][[1]](#footnote-1)**

|  |  |  |
| --- | --- | --- |
| **1. Taking part in the study** | **Yes** | **No** |
| 1a. I have read the Participant Information Sheet, or it has been read to me. I have  been able to ask questions about the study and my questions have been answered  to my satisfaction. |  |  |
| 1b. I consent voluntarily to be a participant in this study and understand that I can  refuse to answer questions and I can withdraw from the study at any time during  data collection, without having to give a reason. |  |  |
| 1c. If you are using an anonymous online questionnaire:  I consent voluntarily to be a participant in this study and understand that I can  refuse to answer questions and I can withdraw from the study at any time,  without having to give a reason, up until the online survey is submitted; and that  after the survey is submitted it will not be possible to withdraw (as it will not be  possible to link you personally with the information submitted online). |  |  |
| 1d. I understand that taking part in the study involves *[insert details based on information contained in the PIS, e.g. use of audio recording of interviews].* |  |  |
| 1e. *If there is a potential risk from taking part in the study provide an additional  statement:*  I understand that taking part in the study involves *[insert details]* as potential risk. |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Use of the information in the study** |  |  |
| 2a. I understand that information I provide will be used for *[insert details of planned  outputs as detailed in the PIS].* |  |  |
| 2b. 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 *[may*  *be restricted to the researcher; you should indicate if someone outwith the team*  *is undertaking transcription of audio recordings that include such information].* |  |  |
| 2c. *If you intend to use anonymised quotes in research outputs:*  I agree that anonymised direct quotes can be used in research outputs. |  |  |
| 2d. *If you intend to use named quotes:*  I agree that my real name can be used for direct quotes in research outputs. |  |  |
| 2e. *If written information is provided by the participant (e.g. personal diary):*  I agree to joint copyright of *[insert nature of the written information]* to *[insert  name of researcher]*. |  |  |

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| --- | --- | --- |
| **3. Future use and reuse of the information by others[[2]](#footnote-2)** |  |  |
| 3a. *If you are applying for, or in receipt of, grant funding your funder may require that you make your data available to other researchers. Future re-use of data will not be possible unless you have fully informed participants in a way that is transparent and easily understood, and you have gained their consent. With regard to the type of data, you should state the form in which the data will be deposited (e.g. audio recording of a focus group), for each type of data that you intend to deposit. Details of the de-identification of data (if applicable) will have been provided in the PIS. In addition, information as to whether use or access restrictions will apply to the data in future will have been detailed in the PIS.* |  |  |
| 3b. I give permission for *[detail the type(s) of data]* that I provide to be deposited in  *[detail the data repository]* so that it can be used for future research and training. |  |  |

**4. Signatures**

|  |  |
| --- | --- |
| Participants Name: |  |
| Participants Signature: |  |
| Date: |  |

By signing above, you are indicating that you have read and understood the Participant Information Sheet and that you agree to take part in this research study.

|  |  |
| --- | --- |
| Name of Researcher: |  |
| Signature of Researcher: |  |
| Date: |  |

*For participants who have difficulty reading the Participant Information Sheet and Consent Form, and/or signing the consent form, there is an alternative form of gaining informed consent.*

|  |  |
| --- | --- |
| Participants Name: |  |
| Date: |  |

*[Researcher completes participant’s name and date]*

|  |  |
| --- | --- |
| Participants unable to sign their name should mark the box instead of signing: |  |

I have accurately read out the Participant Information Sheet and Consent Form to the potential participant. To the best of my ability, I have ensured that the participant understands what they are freely consenting to and have completed the Consent Form in accordance with their wishes.

|  |  |
| --- | --- |
| Name of Researcher: |  |
| Signature of Researcher: |  |
| Date: |  |

I have witnessed the accurate reading of the Participant Information Sheet and Consent Form with the potential participant and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

|  |  |
| --- | --- |
| Name of Witness: |  |
| Signature of Witness: |  |
| Date: |  |

*If the participant is unable to mark the box but is able to indicate consent orally, or in another manner, then the signatures of the witness and the researcher will be sufficient. In such cases the researcher should indicate below how consent was given.*

|  |
| --- |
| Form of consent for participants unable to provide a signature or to mark the box: |
|  |

**5. Study contact details for further information**

*[Insert details of contact name, phone number and email address]*

**6. Alternative formats**

*The researcher should offer to provide a copy of the Participant Information Sheet and Consent Form in alternative formats (e.g. large print, Braille). Advice on alternative formats can be obtained from* [*Disability Services*](https://www.dundee.ac.uk/disabilityservices/services/alternativeformats/) *(email:* [*altformats@dundee.ac.uk*](mailto:altformats@dundee.ac.uk)*).*

1. This document is adapted from the UK Data Service Template Form April 2018 retrieved from <https://www.ukdataservice.ac.uk/manage-data/tools-and-templates.aspx> [↑](#footnote-ref-1)
2. Please refer to [Forms A and B: Additional Guidance on Data Management](https://www.dundee.ac.uk/media/dundeewebsite/ethics/documents/Forms-A-and-B-Research-Data-Management-Guidance-v1-10012019.pdf) [↑](#footnote-ref-2)