# Informed Consent Template

HAEC | Humanitarian Assistance Evidence Cycle

## Introduction

This document provides a template language for obtaining informed consent from research participants before conducting a survey. This serves as an example that you can edit and adapt to fit the needs of your research team. To use this template, edit any of the text in blue with the appropriate details. Delete everything above the informed consent title line. When conducting research, you will want to say this verbally in addition to leaving a copy of it with the research participants.

***Note: The language utilized must be adjusted to the literacy level of the area. This sample is a 51.3 on the Flesch Reading Ease scale, which corresponds to about a ninth grader reading level.***

## [Research Title] Informed Consent

### Purpose of the Research

Hello, my name is [*enumerator*]. I am working with [*name of data collection company*] in [*country*] and of [*name of research company*], a company that does research on programs that provide support for communities likes yours. We are conducting a survey for research to learn about [*outcomes of interest*] in [*region/country of interest*], to provide information to improve services for people in your community and surrounding areas. Your household was selected to be interviewed because we want to know what life was like for you and the decisions you and your family have made over the past months.

### Explanation of Procedures

The interview may take up to [*estimated time to complete survey*] to finish. We will ask to interview [*type of respondent to be interviewed*]. We will ask many things about your daily life in the survey and hope that none of the questions make you or your family members uncomfortable. If I ask you any questions you or your family members don't want to answer, let me know and I will go on to the next question. You can also stop the interview at any time. If you decide not to participate in this survey you will not be punished in any way. Choosing to participate will not do anything to change the services and support you receive from the [*program name*] program or any other program. We will protect your privacy and make sure what you say will not be shared with others in your community.

### Risks and Discomforts

We believe that there is little risk to you and your household for sharing your experiences. We have taken care to protect you and your household against the COVID-19 virus. We will wear masks during the interview and maintain a 2-meter distance from you and the people in your household. Your responses will help organizations better understand how to improve programs and provide support in the future.

### Benefits

There is no payment or direct benefit to your household for sharing your experiences. Your responses will help organizations better understand how to improve programs and provide support in the future.

### Confidentiality

If you agree to participate, the information will be recorded and the information will be used to understand how people in your community live their lives. Some of the information you provide will be available on a website that researchers and others will be able to access, but all personal information, like your name and where you live, will be kept confidential and not made public.

There will be no audio or video record of this interview kept for the purposes of research, however, to ensure that we are accurately collecting data, some very small portions of the interview may be recorded to make sure that the interview was being done correctly. All the information we collect about you and your family will be stored and protected.

The data collected in this survey may be used as part of a study in the future. If your household is selected for the future study then additional surveys will be conducted. If you agree to participate in these additional surveys, the data from this survey will be used for comparison.

### Cost of Participation

There will be no cost to you for taking part in this study. All program expenses related to this study will be provided to you at no cost during the study period.

### Legal Rights

You are not waiving any of your legal rights by agreeing to participate in this study.

### Questions

Do you have any questions about the survey or what I have said? If in the future you have any questions about the survey or the interview, or concerns or complaints, please call or email [*point of contact’s information*].

If you have questions about your rights as a research participant, or concerns or complaints about the research, you may call [*other contact information*].

We will leave a copy of this statement and our organization’s complete contact information with you so that you may contact us at any time.

Do you agree to participate in the survey?

Humanitarian Assistance Evidence Cycle

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To learn more about HAEC and access additional resources, visit: https://www.fsnnetwork.org/resource.

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