** Participant Agreement Form – Guidance on how to complete this form**

The agreement form is designed so that the participant is agreeing to everything that has been described in the Participant Information Sheet and thereby recording the participant’s agreement to take part. Under data protection regulations we need to advise the participant on the legal basis for processing their personal data (which we do via the PI Sheet and Research Participant Privacy Notice) and access rights to their data; the new Agreement Form has been redesigned for this purpose.

**How to complete the Agreement Form**

**Section A -** In this table you should list all the activities which are **integral to your research**. If a Participant does not agree **to all the** statements in the table, they cannot take part.

A couple of scenarios are given below:

1. You are running a focus group and you are going to record group discussions; it is essential that everyone participating in the focus group agrees to be recorded. **This means the activity ‘audio recording’ is integral to the study.**
2. You are running a workshop and you are going to be taking photographs of the participants. Are the photographs essential to the study i.e. if a participant was to say no they didn’t want their picture taken, could they take part in the workshop? If the answer is they couldn’t take part without their picture being taken, **then the activity ‘taking photographs’ is an integral to the study.**

**The statement below should appear under Section A:**

**“**I understand that taking part in the research will include the following activity/activities as part of the research:

* + being photographed during the project
  + being audio recorded during the project**”**

*To note: The processing of the photograph/audio recording (personal information) would be done under the legal basis of performing a task [research] in the public interest.*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Section B –** In this table you should list all the activities which are **optional** i.e. a Participant can decide about each activity separately but still take part in the study (they are required to give that additional consent to the processing of their data).

**A scenario is given below:**

1. You are running a workshop and you are going to film participants; a participant can opt out from being filmed if they wish but still take part in the activity. **This means the activity ‘filming’ is an optional activity and not integral to the research.**

**The statement below should appear under Section B:**

“I agree to being filmed during the Project.”

*To note: The processing of the film (personal information) would be done under the legal basis of consent.*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**DO NOT:**

Include the same consent statements under Section A or Section B; activities can only be integral or optional.

An example would be audio recordings and whether you intend to only include anonymised quotes in your research outputs: Putting the spotlight on recordings, Section A would look like:

**Section A**

|  |
| --- |
| I understand that taking part in the research will include the following activity/activities as part of the research: |
| * being audio recorded during the project |
| * my words will be quoted in publications, reports, web pages and other research outputs without using my real name. |

***Do not*** go on to include an ‘option’ to be identified in outputs in Section B as this would contradict what you’ve included in Section A e.g.

|  |  |  |
| --- | --- | --- |
| **Section B** | | **Initial boxes to agree** |
|  | I understand that my words may be quoted in publications, reports, web pages and other research outputs.  Please choose one of the following two options:  I agree that my real name can used in the above.  I do **not** agree that my real name can be used in the above. |  |

If you want to give the option to be identified in your outputs, delete the consent statement “my words will be quoted in publications, reports, web pages and other research outputs without using my real name” in Section A and include the options as described above in the example (Section B).

**What to do next:**

* Be clear on which activities are i*ntegral* (section A) or *optional (section B)* to your study and amend the statements highlighted in both tables.
  + **Do not delete** any statements that are not highlighted
  + **Include** additional consent statements which may relate to your study (add as many rows as are necessary). The highlighted list of research activities is not an exhaustive list.

**If all activities are integral to the study, delete Section B**

* Depending on your research, you may need to consider using a number of different forms or adapted versions of forms as follows: **Agreement Form for adults**; **Agreement Form for parents/guardians**; **Assent form (for young people who are agreeing to take part (under 16)**.
* Remember to **delete this guidance (both pages)** before attaching your Agreement Form to your ethics checklist. Do not leave any blank pages – do check for accuracy.

Ref & Version:

Ethics ID number:

Date:

** Participant Agreement Form**

Full title of project: (“the Project”) [insert title]

Name, position and contact details of researcher: [To be inserted]

Name, position and contact details of supervisor: [to be inserted (if applicable)]

To be completed prior to data collection activity

**Section A: Agreement to participate in the study**

You should only agree to participate in the study if you agree with all of the statements in this table and accept that participating will involve the listed activities.

|  |
| --- |
| I have read and understood the Participant Information Sheet (insert PI Sheet Ref & Version) and have been given access to the BU Research Participant [Privacy Notice](https://intranetsp.bournemouth.ac.uk/documentsrep/Research%20Participant%20Privacy%20Notice.pdf) which sets out how we collect and use personal information (<https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy>). |
| I have had an opportunity to ask questions. |
| I understand that my participation is voluntary. I can stop participating in research activities at any time without giving a reason and I am free to decline to answer any particular question(s). |
| I agree that BU researchers may [access information my medical records] and/or [process my confidential medical information] as described in the Participant Information Sheet [***include these only where this is necessary for the study****]* |
| I understand that taking part in the research will include the following activity/activities as part of the research: **[*delete the following bullet points or add additional activities as applicable]*** |
| * being filmed during the project |
| * being photographed during the project |
| * being audio recorded during the project |
| * my words will be quoted in publications, reports, web pages and other research outputs [using my real name] [without using my real name]. |
| * my photograph will be included in research outputs |
| * I will feature in any film made as part of this research project and this may be broadcast publicly or shown to third parties |
|  |
|  |
| I understand that, if I withdraw from the study, I will also be able to withdraw my data from further use in the study **except** where my data has been anonymised (as I cannot be identified) or it will be harmful to the project to have my data removed. |
| I understand that my data may be included in an anonymised form within a dataset to be archived at BU’s Online Research Data Repository. |
| I understand that my data may be used in an anonymised form by the research team to support other research projects in the future, including future publications, reports or presentations. |

|  |  |
| --- | --- |
|  | **Initial box to agree** |
| **I consent to take part in the project on the basis set out above (Section A)** |  |

**Section B: The following parts of the study are optional**

You can decide about each of these activities separately. Even if you do not agree to any of these activities you can still take part in the study. If you do not wish to give permission for an activity, do not initial the box next to it.

|  |  |
| --- | --- |
|  | **Initial boxes to agree** |
| I agree that BU researchers may contact my GP as described in the Participant Information Sheet |  |
| I agree to being filmed during the Project. |  |
| I agree to being photographed during the Project. |  |
| I understand that my words may be quoted in publications, reports, web pages and other  research outputs.  Please choose one of the following two options: | |
| I agree that my real name can used in the above. |  |
| I do **not** agree that my real name can be used in the above. |  |
| I agree for my photograph to be included in research outputs. |  |
| I agree to being featured in any film which will be made as part of this research Project and may be broadcast publicly or shown to third parties. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I confirm my agreement to take part in the project on the basis set out above. (If you delete Section B, delete this statement.)** | | | | |  |
| Signature  Signature | | | | |  |
| Name of participant  (BLOCK CAPITALS) |  | Date  (dd/mm/yyyy) |  |
|  |  |  |  |
| Name of researcher  (BLOCK CAPITALS) |  | Date  (dd/mm/yyyy) |  |
|  |  |  |  |

Once a Participant has signed, **please sign 1 copy** and take 2 photocopies:

* Original kept in the local investigator’s file
* 1 copy to be kept by the participant (including a copy of PI Sheet)