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<https://docs.google.com/document/d/1xmMoTI4d9almnhqHFuuFsu-M4-srsByuxnj9vvjYDTc/edit#heading=h.f3517onmel4n>

# Informed Consent Form for [insert your project name here] research

This Informed Consent form is for people who have been invited to participate in research titled “[project name here] research”. You will be given a copy of the signed Informed Consent Form in full to keep for yourself.

Principal Researcher: [insert researcher name here]

Organisation conducting research: [insert organisation here]

Project Sponsor: [insert client name here]

Project Name: [insert project name here]

This Informed Consent Form has three parts:

1. Information sheet (p2): to share information about the research with you
2. Certificate of consent (p3,4): for signatures if you choose to participate
3. Statement by the researcher / person taking consent (p5)

To learn more about how [insert your organisation here] uses data please contact [insert person to contact and contact information].

**Please read on to Part 1: Information Sheet.**

# Part 1: Information sheet

I am [researcher name here], a [role here] working for [organisation name here]. I am doing research on behalf of [client or organisation name here] for a project called "[project name here]". This focuses on [product, service or initiative] which is designed to [goal of product, service or initiative]. We want to learn what people like you think of this [product, service or initiative] and its ability to do [goal of product, service or initiative] to better understand how it could do it in the future.

If any of this consent form doesn't make sense, please email me at [email address here] and I will take time to reply. If you have questions later, you can ask them during the interview.

## **Project outline**

[a description of your project and expected research outcomes]

## **Participant selection**

You are being invited to take part in this research because we feel that your background and experience means you can contribute much to our understanding of what [product, service or initiative] could be in the future.

## **Voluntary participation**

Your participation in this research is entirely voluntary. It is your choice whether to participate or not.

## **Research session format and attendees**

This research will involve your participation in an [in-person/online] [interview/focus group/other] with myself using [Google Meet / Zoom / other] that will take [session duration]. There will be another person from [organisation] present who will be taking notes. There will be up to 3 other people observing our interview and potentially asking questions, but we can ask them to leave if you don't feel comfortable.

If you do not wish to answer any of the questions during the interview, you may say so and I will move on to the next question.

## **[Audio/video] recordings from the session**

We will be recording the interview, but you may opt-out of having it recorded. These recordings will be treated as confidential. No one outside of the research team will have access to this recording. The recordings will be stored for 1 year. You will be asked for additional consent if [organisation name] wishes to keep the recordings for longer, which you may refuse.

### **Written notes from the session**

We will take notes. These notes will be treated as confidential. No one outside of the research team will have access to this information documented during the interview. These research notes will be stored for [ please add in how long you will store data - we recommend storing data for 2 years or less]. You will be asked for additional consent if [organisation name] wishes to keep these notes for longer, which you may refuse.

### **Confidentiality**

We will not be sharing personal information about you to anyone outside of the research team. Any personal information that we collect about you from this research project will be kept private. Any information we do share will have a number on it instead of your name and will not reveal anything personal about you. Only the researchers will know what your number is and we will keep that information separate from the interview.

### **Sharing the findings**

We may decide to share quotes, observations or insights from the information we gather today with people outside of the research team. This may be for external presentations, in blog posts or in public reports that explain the research findings. Nothing that you tell us today will be attributed to you by name.

The knowledge that we get from this research will help us to improve [product, service or initiative]. If you are interested, following the meetings, we will keep participants informed of the progress of the project and share outcomes when and if we are able to do so.

### **Right to refuse or withdraw**

You do not have to take part in this research if you do not wish to do so. You may withdraw your consent at any time, even after the project has ended. To learn more about withdrawing from research, contact [insert contact name and information here]

### **Who to contact**

If you have any questions, you can ask them now or later. If you wish to ask questions later, you may contact any of the following:

Research related contact:[insert contact name and information here]

Our data-related contact: [insert contact name and information here]

## Part 2: Certificate of consent

I have read the foregoing information. [ ☐ ]

I have had the opportunity to ask questions about it and any questions I have been asked have been answered to my satisfaction. [ ☐ ]

I consent for notes to be taken during the research session. [ ☐ ]

I consent to recording the interview during the research session. [ ☐ ]

I consent for quotes, observations and insights to be shared outside this research session that do not personally identify me. [ ☐ ]

I consent voluntarily to be a participant in this research. [ ☐ ]

Print name of participant \_\_\_\_\_

Signature of participant \_\_\_\_\_

Date ( day / month / year ) \_\_\_\_\_

## Part 3: Statement by the researcher / person taking consent

I have emailed the information sheet to the potential participant, and to the best of my ability made sure that the participant understands that the following will be done:

1. An interview, lasting [session duration], will be conducted on [Google Meet / Zoom / other] between [organisation name] and the participant.
2. The interview will cover , and will seek to solicit the participant's expertise in order to guide the future of [insert product, service or initiative].
3. The session will be recorded (with participant consent) and notes will be taken.

I confirm that the participant was given an opportunity to ask [ ] questions about the study, and all the questions asked by the participant have been answered correctly and to the best of my ability.

I confirm that the individual has not been coerced into giving [ ] consent, and the consent has been given freely and voluntarily.

A copy of this Informed Consent Form has been provided to the participant.

Print name of researcher / person taking consent \_\_\_\_\_

Signature of researcher / person taking consent \_\_\_\_\_

Date ( day / month / year ) \_\_\_\_\_