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| Consent Form Template |
| Version: 1  Date: **22nd July 2024** |

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| Version: 01  Date: 22/07/24  Details:  Considered and endorsed by the NTU University Open Research and Research Integrity Committee. Updated and finalised following consultation |  |  |

# What is this template designed for?

The function of this consent form is to record the participant’s decision to take part in the research study, and to demonstrate robust informed consent procedures.

The template is aimed at potential research participants who have capacity to consent. It is appropriate for use where the research participant is providing any personal data to be used and analysed as part of the research. This template is designed for research that will keep participants’ involvement in the study confidential.

Please note that this template is not appropriate where:

* no personal data will be collected from the participant as part of the research or the data collected will be entirely anonymous, meaning that the individual cannot be identified from the information stored about them; or
* you are seeking to gain assent or consent from anyone other than the participant (such as a parent, guardian, or legal representative) on behalf of the participant; or,
* you want to offer participants’ the right to waive their anonymity and acknowledge the contribution that they have made to the study.

If either of the scenarios above apply, please use an [alternative template](https://myntuac.sharepoint.com/:f:/r/sites/ResearchSupport/Shared%20Documents/General/Ethics%20and%20Integrity/NTU%20Informed%20Consent%20Templates/Informed%20Consent%20Example%20Bank?csf=1&web=1&e=geuGo9).

It is important that you clearly explain the voluntary nature of participation to potential participants during the consent process and in your Participant Information Sheet. Potential participants should be given time to consider fully the likely implications of the research before deciding, and you should encourage them to ask questions if they require further clarification.

# How do I fill out this template?

Rows 1-3 and 12-14 of the consent form template below are likely to be required for any consent form you are preparing. The other rows (4-11) are additional options that may need to be tailored and/or deleted depending on their applicability to your research project. You may not need to include all rows; think about what you are asking potential participants to give their consent to (remember one size does not fit all). Only offer potential participants options if you are confident that you can deliver all combinations of accepted or rejected options.

Consent forms for projects submitted to the NTU Human Invasive Research Ethics Committee will need to include rows related to supplements, tissue samples etc. Please refer to the specific guidance supplied by the relevant Research Ethics Committee.

Where there are a number of participant groups and/or experiences vary, please replicate this document and label each version e.g. Consent Form – Students, Consent Form – Teachers, Consent Form – Guardian.

For version control, please also include the document date and version number in the footer. This is important for tracking and identifying which document has been ethically reviewed.

# What other resources should I refer to?

* Nottingham Trent University [Research Data Management Policy](https://www.ntu.ac.uk/__data/assets/pdf_file/0022/204637/research-data-management-policy.pdf)
* Nottingham Trent University [Research Privacy Notice](https://www.ntu.ac.uk/policies/research-privacy-notice#why-we-process-your-personal-information)
* Nottingham Trent University [Data Protection Policy](https://www.ntu.ac.uk/__data/assets/pdf_file/0027/583335/data-protection-policy.pdf)
* The [UKRIO Code of Practice for Research](https://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf)
* Nottingham Trent University [Research Support SharePoint](https://myntuac.sharepoint.com/sites/ResearchSupport)
* Nottingham Trent University [Human Tissue Act Governance SharePoint](https://myntuac.sharepoint.com/sites/NTUHTAG)

**Please read and confirm your consent to participating in this project by initialing the appropriate boxes and signing and dating this form**

**CONSENT FORM**

Title of Study: [*Insert*]

NTU Reference Number: [*This will be the Worktribe Ethics ID. You might need to include an NHS or other external Research Ethics Committee ID*]

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|  | Please initial box |
| 1. I confirm that I have read and understood the participant information sheet for this study, or it has been read to me. I have had the opportunity to consider the information, ask questions and these have been answered fully. |  |
| 1. I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason. [I also understand that information I provide may have already been published and anonymised data may still be retained if I request to withdraw after INSERT DATE]. |  |
| 1. I understand that data collected during this study will be processed in accordance with UK data protection law as explained in the Participant Information Sheet and the NTU Research Privacy Notice *[include here mention of any other third-party privacy notices that are relevant here either as well as or instead of this notice].* |  |
| [*Remove if not applicable for the study*]   1. I understand that the potential risks or side effects in taking part in the study are: [………………………………….]. |  |
| [*Remove if not applicable for the study*]   1. I undertake to abide by University regulations and the advice of researchers regarding safety. |  |
| [*Remove if not applicable for the study*]  [*Option 1*]   1. I give consent for photographs/video of me to be taken during the experiment for use in scientific presentations and publications [(with my identity obscured)].   [*Option 2*]   1. I give consent for photographs/video of me to be taken during the experiment for use by the study team only (my image will not be shown to others / and will be destroyed after the data has been analysed). |  |
| [*Remove if not applicable for the study*]   1. I give consent for my interview to be audio / video recorded. I understand the recording will be transcribed and analysed for the purposes of the research and shall be stored [*add further details about storage of recordings and / or transcripts and when they will be destroyed*]. |  |
| [*Remove if not applicable for the study*]   1. I understand that relevant sections of my data collected during the study, may be looked at by individuals from [*insert any third parties who may access the data*], where it is relevant to my taking part in this research. I give permission for these individuals to have access to my records. |  |
| [*Remove if not applicable for the study*]   1. I understand that the results of this study may be published and/or presented at meetings or academic conferences, [and may be provided to the study’s funder [*insert name of funder, if applicable*]]. I give my permission for my non-identifiable data to be published for these purposes. |  |
| [*Remove if not applicable for the study*]   1. I consent to verbatim quotations from the interview being used in publications [add further details about whether the participant will be named or identifiable from the quotes]. |  |
| *[Include a statement on data retention and reuse that is aligned with your data management plan]*  [*Option 1*]   1. I understand that to maximise the wider benefit of this research to society, data which does not identify me will be publicly shared at the end of the project and made open access. I understand that this means anyone else will be permitted to use this anonymised data for any purpose that they wish (including commercial purposes), providing that they credit Nottingham Trent University and research team as the original creators of the research.   [*Option 2*]   1. I give permission for the data collected from me during the study to be used to support other research in the future, provided no information about me will be used or shared in any way that reveals my identity.   [*Option 3*]   1. I understand data collected from me during the study may be used to support other research in the future. I understand the information may potentially reveal my identity. |  |

**Name of Participant: Date: Signature:**

**Name of Researcher: Date: Signature:**

***Note****: When completed, one copy is to be given to the participant and one copy is to be retained in the study file*