



## CONSENT FORM FOR RESEARCH PARTICIPANTS IN RESEARCH STUDIES

Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.

<b>Title of Study:</b>	Tasks, document and window management in the workplace
<b>Department:</b>	UCL Interaction Centre
<b>Name and Contact Details of the Researcher(s):</b>	Judith Borghouts Judith.borghouts.14@ucl.ac.uk
<b>Name and Contact Details of the Principal Researcher:</b>	Dr. Duncan Brumby brumby@cs.ucl.ac.uk
<b>Name and Contact Details of the UCL Data Protection Officer:</b>	Nico Preston n.preston@ucl.ac.uk
<b>This study has been approved by the UCL Research Ethics Committee:</b>	<b>Project ID number:</b> UCLIC/1415/001/Staff Brumby/Borghouts

Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time.

**I confirm that I understand that by ticking/initialling each box below I am consenting to this element of the study. I understand that it will be assumed that unticked/initialled boxes means that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element that I may be deemed ineligible for the study.**

		Tick Box
1.	*I confirm that I have read and understood the Information Sheet for the above study. I have had an opportunity to consider the information and what will be expected of me. I have also had the opportunity to ask questions which have been answered to my satisfaction and would like to take part in an individual interview.	
2.	*I understand that I will be able to withdraw my data up to 4 weeks after the interview.	
3.	*I consent to the processing of my personal information for the purposes explained to me. I understand that such information will be handled in accordance with all applicable data protection legislation.	
4.	*I understand that all personal information will remain confidential and that all efforts will be made to ensure I cannot be identified.  I understand that my data gathered in this study will be stored anonymously and securely. It will not be possible to identify me in any publications.	
5.	*I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason. I understand that if I decide to withdraw, any personal data I have provided up to that point will be deleted unless I agree otherwise.	
6.	I understand the potential risks of participating and the support that will be available to me should I become distressed during the course of the research.	
7.	I understand the direct/indirect benefits of participating.	
8.	I understand that the data will not be made available to any commercial organisations	

	but is solely the responsibility of the researcher(s) undertaking this study.	
9.	I understand that I will not benefit financially from this study or from any possible outcome it may result in in the future.	
10.	I understand that I will be compensated for the portion of time spent in the study (if applicable) if I choose to withdraw.	
11.	I understand that the information I have submitted will be published as a report and I wish to receive a copy of it. Yes/No	
12.	I consent to my interview being audio recorded and understand that the recordings will be destroyed immediately following transcription. To note: If you do not want your participation recorded you can still take part in the study.	
13.	I hereby confirm that I understand the inclusion criteria as detailed in the Information Sheet and explained to me by the researcher.	
14.	I hereby confirm that: (a) I understand the exclusion criteria as detailed in the Information Sheet and explained to me by the researcher; and (b) I do not fall under the exclusion criteria.	
15.	I am aware of who I should contact if I wish to lodge a complaint.	
16.	I voluntarily agree to take part in this study.	
17.	Use of information for this project and beyond:  I would be happy for the data I provide to be stored anonymously on a secured, password-protected computer. I understand that my data will be stored for up to one year and will be destroyed immediately after this.	

**If you would like your contact details to be retained so that you can be contacted in the future by UCL researchers who would like to invite you to participate in follow up studies to this project, or in future studies of a similar nature, please tick the appropriate box below.**

<input type="checkbox"/>	Yes, I would be happy to be contacted in this way	
<input type="checkbox"/>	No, I would not like to be contacted	

\_\_\_\_\_  
Name of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature