# Notes on how to use this Consent form template:

Please adapt this consent form template for your study, for example if you are not using focus groups, delete all references to focus groups from this form.

Occasionally, depending on the nature and context of the research such as research with artists, participants may wish to be named in outputs. If this is appropriate for the context of your research please consider the following:

* In specific circumstances where participants are or become co-producers of knowledge and/or creative outcomes, such as when participatory creative methods are being used, and where participants have no contra-indicating vulnerabilities;the informed consent form should include the following question:

**‘I do/do not consent to have my name included in a list of participants within research outputs or materials such as videos or art works that may be publicly distributed through exhibitions, events or online’.**

* In such cases the bullet points in the table below regarding anonymity should be amended and the Participant Information Sheet should also outline the optional waiving of anonymity separately for exhibitions, events and online research if appropriate.

Insert this text at the top of the form: **Consent form**

Insert here the **project title**

Insert here **name of researcher(s)**

Insert here **an email address where the researcher(s) can be contacted**

Insert this text here**: Please tick each box in the table below**

|  |  |
| --- | --- |
| Statement | Tick box |
| 1. I confirm that I have read and understand the information sheet for the above study. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily. | 🞎 |
| 1. I understand that my participation is voluntary and that I am free to withdraw at any time during my participation in this study and within [x weeks] after I took part in the study, without giving any reason. If I withdraw within [x weeks] of taking part in the study my data will be removed. If I am involved in focus groups and then withdraw my data will remain part of the study.   Please note, withdrawing from a focus group can be difficult and if your study involves focus groups you may want to add the following: I understand that as part the focus group I will take part in, my data is part of the ongoing conversation and cannot be destroyed. I understand that the researcher will try to disregard my views when analysing the focus group data, but I am aware that this will not always be possible. | 🞎 |
| 1. If I am participating in the focus group I understand that any information disclosed within the focus group remains confidential to the group, and I will not discuss the focus group with or in front of anyone who was not involved unless I have the relevant person’s express permission | 🞎 |
| 1. I understand that any information given by me may be used in future reports, academic articles, publications or presentations by the researcher(s), but my personal information will not be included and all reasonable steps will be taken to protect the anonymity of the participants involved in this project. 2. Please note: if you intend to make your data available to future researchers via a data archive, you need to add a sentence to point 4 or add a separate point to request consent for this. You could say, ‘Anonymised data will be offered to [insert name of the archive] and will be made available to genuine research for re-use (secondary analysis) | 🞎 |
| 1. I understand that my name/my organisation’s name will not appear in any reports, articles or presentation without my consent. | 🞎 |
| 1. I understand that any interviews or focus groups will be audio-recorded and transcribed and that data will be protected on encrypted devices and kept secure. | 🞎 |
| 1. I understand that data will be kept according to University guidelines for a minimum of 10 years after the end of the study. | 🞎 |
| 1. I agree to take part in the above study. | 🞎 |

## **Participant’s details**

Participant’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Declaration of researcher/person taking the consent**

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.

Name of Researcher/person taking the consent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Researcher/person taking the consent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**One copy of this form will be given to the participant and the original kept in the files of the researcher at Lancaster University**.