

Guideline: Information Sheet/Consent Form Examples

Information Sheet/Consent Form Examples: Please Note: Information Sheets and Consent Forms should be printed on official letterhead paper and pages should be numbered. The HREC recommend that applicants follow the format below for their information sheet and to include additional sections if necessary. Please note that the headings are for the participant to read and are therefore phrased accordingly.

Structure and Layout for an Information Sheet: Please use these headings

1. Introductory statement: include four important elements:
 - Researcher's name and descriptor (Professor, Ms., Mr.)
 - University College Dublin
 - Name of researcher's School
 - The topic and title of the research. If the title of the research is not self-explanatory, it should be replaced with a simplified title.
2. What is this research about?
3. Why am I doing this research?
4. How will your data be used?
5. What will happen if you decide to take part in this research study?
6. How will I protect your privacy?
7. What are the benefits of taking part in this research study?
8. What are the risks of taking part in this research study?
9. Can I change my mind at any stage and withdraw from the study?
10. How will I find out what happens with this project?

Consent Forms: Please note that some of the details in the example below may not be applicable to your study. Researchers should add sections to reflect all of the activities in their study. A consent form could have some or all of the details in the samples below – it is the researchers’s responsibility to ensure that the listing is accurate, clear and specific.

Example: **General Consent for Adult Participants** (*which can be shortened or expanded*)

ADULT PARTICIPANT CONSENT FORM	
<i>I the parent/guardian consent to the following:</i>	<i>Tick Yes</i>
I have been given a copy of the Information Leaflet and this completed consent form for my records.	
Do you feel you have been given sufficient information about the research to enable you to decide whether or not to participate in the research?	
Have you had an opportunity to ask questions about the research?	
Do you understand that your participation is voluntary, and that you are free to withdraw at any time, without giving a reason, and without penalty?	
Are you willing to take part in the research?	
Are you aware that the interviews and focus groups will be audio recorded?	
Are you aware that the experiment, which consists of And therefore will be analysed further as part of the research study.	
Will you allow the research team to use anonymized quotes in presentations and publications?	
Will you allow the anonymized data to be archived, to enable future use and sharing with third parties?	
Are you aware that the results of the research will also be used to	

On the basis of what is stated above, I/we AGREE to participate in this research project:

Participant

NAME and SURNAME of the participant

Phone number:, Email..... (*used for keeping in contact during the research project*)

SIGNATURE

Example: Consent for Adult participants for an Online Survey (*this is a suggested text which can be revised or expanded to include specific details relating to your study*)

For ethical reasons it is extremely important that you give your fully-informed consent to participate in this study.

If you would like to participate please complete this section.

DECLARATION

I have read the information sheet (previous page) and have had time to consider whether to take part in this study. I understand that my participation is voluntary (it is my choice) and that I am free to withdraw from the research at any time without disadvantage or penalty. I confirm that I am over the age of 18. I agree to take part in this research.

I agree that the data arising from this research can be published and that I will not be identified in any way.

If you have any questions about this research, please contact me at name@ucd.ie

I consent and would like to continue with the survey

Yes (please continue to the next section and complete the survey)

No (your information will NOT be kept or analysed. Please close this window)

Consent/Assent Form for Research Involving Children – Examples If research involves certain vulnerable populations assent will be required from the participant in addition to consent from the parent or guardian. The information should be presented at a level that is readily understandable by the participant – in some instances the information sheet is illustrated to suit younger children; The declaration should provide a space for the vulnerable individual’s name and signature and a space for that of the parent or guardian;

Example: Parental/Guardian Consent to Participate

ADULT PARTICIPANT CONSENT FORM	
<i>I the parent/guardian consent to the following:</i>	<i>Tick Yes</i>
I/we have been given a copy of the Information Leaflet and this completed consent form for my/our records.	

I/we have been given sufficient information from [name of researcher] on the research project, especially on: (a) the request for our child to be allowed to participate in the research project; (b) the research goals, (c) the specific procedures our child will be required to comply with; and (d) the procedures that we as parents are asked to comply with.	
I/we agree that our child has been given specific information the phases and risks and benefits of the research project from a person that is prepared to work with minor children, and in a way s/he was able to understand.	
I/we understand that we are free to withdraw our child at any time, without giving a reason, and without penalty for both her/him and us.	
I/we are willing to take part in the research that involves our child?	
I/we give our authorisation for our child to participate in this research project, which consists of audio/ video recordings in school during the year	
I/we give our authorisation for the use, analyses, and dissemination of the collected material for scientific and didactic purposes, being aware that data protection will be guaranteed for our child.	
Will you allow the research team to use anonymized quotes in presentations and publications?	
Will you allow the anonymized data to be archived, to enable future use and sharing with third parties?	
Are you aware that the results of the research will also be used to	

Signed Declaration
<p>We, the undersigned (NAME and SURNAME of parent/guardian)</p> <p>AND (NAME and SURNAME of parent/guardian)</p> <p>Having the parental authority over (NAME OF THE PARTICIPANT CHILD)</p> <p>born the .../.../... in (City) (Country) and residing at (Home address) City Post code</p> <p>AND attending class, in the following school:</p> <p>.....</p>
<p>By our signature(s) below, we as adults having the parental authority/legal guardianship of the above-named child, having read, understood and agreed with what is stated above, hereby authorize our child to participate, if our child assents take part in the study described above and in the information sheet.</p> <p>NAME and SURNAME of the parent/guardian of the child</p>

SIGNATURE
NAME and SURNAME of the parent/guardian of the child
SIGNATURE..... DATE: .../.../...

Example: *Child’s Assent to Participate [should be written in age appropriate language]*

Child Participant Assent Form
<p>I (NAME and SURNAME)</p> <p>Attending the school (name of the school):.....</p> <p>..... Class</p>
Signed Declaration
<p>That my parents/guardian agreed for me to participate in the research project.</p> <p>That the researcher, [researcher’s name] has explained the project to me and I have understood them.</p> <p>That I can be contacted during the different phases of the research project for (a) and (b) collect my opinions.</p> <p>Also, I understood that:</p> <ul style="list-style-type: none"> • <i>The audio and video files in which I can be identified will not be used WITHOUT my knowledge and my parents’ consent.</i> The researcher will show me the material that she will use for the analyses: if I do not want to allow the use of some parts, I can ask her to delete them. • The results of this project will used to And the development of that project can be used to..... • <i>I am free to withdraw at any time, without giving a reason.</i> <p>In the case I feel uncomfortable participating in the project I can contact the researcher, [researcher’s name], via email: [researcher’s email] and always talk to my teachers and parents/guardian. Also, I can contact the school counsellor and talk to her.</p> <p>My Signature:</p> <p>Date: .../.../...</p>

Further Resources:

For information on providing informed consent in Ireland please see the HSE

<https://www.hse.ie/eng/about/who/national-office-human-rights-equality-policy/consent/>

and the National Consent Policy: <https://www.hse.ie/eng/about/who/national-office-human-rights-equality-policy/consent/hse-national-consent-policy.pdf>