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**PARTICIPANT CONSENT FORM**

**This template can be adapted for your own project in an electronic or online format, or you can develop your own consent-collecting method. Do remember that the text of your consent materials must be fully accessible for your specific participants, i.e., they must use language that will be unambiguous to that group and avoid unexplained jargon/acronyms. Alongside careful wording, this means also adding any additional questions that might be relevant to your project, and deleting any below that are not relevant, as redundant questions could cause significant confusion. Even if you do not use this form, working through the questions below may help you clarify appropriate practice for your own project.**

**All participant-facing materials should have a clear, consistent and accessible layout (e.g. a sans serif font such as Calibri or Century Gothic and line-spacing set to at least 1.5), and should generally include a University of Cumbria logo, and other collaborator/funder logos where relevant. They should also be comprehensively checked for spelling, punctuation and grammar, as they will be available in the public domain and thereby hold reputational significance for all involved agencies.**

**Please note that in online surveys, the Participant Information and Consent Questions should typically be embedded in the survey itself, and not sent/requested ahead of the survey by email or post. The former practice maximises participant identity protection, minimises wasted time and also helps reduce the work’s carbon footprint.**

**If you are using this template, be careful to remove or reformat all purple (instructional) text- including this block - and any green (example) text, before finalising your Consent Form and submitting your application for ethical review.**

**TITLE OF PROJECT:** [Project Title – to match exactly that on the Participant Information Sheet]

If you are happy to participate in the research study as outlined in the Participant Information, please [initial/check] each box as appropriate, leave blank any box for which you prefer not to give consent, and then [sign this form at the end / move to the main survey]:

|  |  |  |
| --- | --- | --- |
| 1. | The researcher has given me my own copy of the Participant Information Sheet, and I have had the opportunity to read and consider the information. |  |
| 2. | I have been given the opportunity to ask any further questions and have had these questions answered to my satisfaction. |  |
| 3. | I understand that participating in the research involves [describe methods, duration, location e.g. an hour long interview in the participant’s own home, or location of their choosing; completing a questionnaire survey 3 times over a 12 month period; committing to ongoing participatory research of approximately 2 hours weekly over 12 weeks; if there is more than one method, or contact point, it may be appropriate to have multiple check boxes for each method or phase of the project]. |  |
| 4. | I have been given information about how my data will be stored and used during and after the end of the research, and I have read and understood this. |  |
| 5. | I understand that the research team will be [taking photographs/videoing] and I give my consent for these [specify data format e.g., photos; videos] to be reproduced for educational and/or non-commercial purposes, in academic publications, reports, presentations, websites and exhibitions connected to the [project name]. |  |
| 6. | I understand that my data may be quoted in [academic publications, articles, books, reports, web sites, related to the research project: please specify format of outputs if known.] |  |
| 7. | I understand that my taking part is voluntary; I can withdraw from the project at any time before or during participation , and I do not have to give any reasons for why I no longer want to take part (and this will be without any impact on any related services I am using). I have read and understood the Participation Information Sheet about the implications of withdrawing at different points during the life of the project. |  |
| 8. | I understand that if I want to withdraw from the project, I can withdraw up to **xx** weeks after by...**xxxx**. I can follow the instructions on the PI Sheet to do so. |  |

Please [sign below if you wish to take part in the research / press proceed to the next survey page to submit your consent]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of research participant: |  | Date: |  | Signature: |
| Name of investigator: |  | Date: |  | Signature: |

**INFORMED CONSENT FORM TEMPLATE**

Last reviewed June 2024