Information sheets and informed consent templates

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1 Introduction

In chapter 7 we explained the role of informed consent in the ethical conduct of research. In this document we provide templates to help you prepare appropriate information briefing and consent forms for your project.

When preparing your own forms based on these templates you should consider the suitability of the language and presentation style used and adapt them appropriately for your particular research context and participants. It is suggested that you keep the descriptions of your research straightforward and non-technical.

If you are conducting the research in accordance with a particular code of practice you should follow the guidance given therein regarding informed consent.

2 Face-to-face interviews

Appendixes A and B contain templates that provide a suggested structure and content for an information briefing sheet and a consent form for face-to-face interviews. Suitably adapted they can be used for group interviews, questionnaires administered in person by the researcher or other face-to-face data collection contexts.
3 Self-complete questionnaires

Appendix C provides a suggested wording to be included in the introduction to a self-complete questionnaire. You should also consider the appropriateness of the language used and presentation for your particular participants. Additional details may also be needed in terms of instructions on how to complete/return the survey, how to access results (if provided), etc.
4 Appendix A: Face-to-face interview information sheet

Title of research project:…………………………………………

This research project investigates (brief topic statement) ……………………………… in order to (broad aims of the research)………………………………………………………………………………

The research forms part of my MBA/MSc/academic qualification at (institution)……
………………………………………………………………………………………………

Part of the research involves interviewing people who (are involved with a particular situation/topic, have knowledge/experience of, etc.) ……………………………… and for this reason, I would like to invite you to take part. If you agree, you will be asked to participate in an interview of about …… minutes. During the interview I will ask you questions on (brief non-technical outline of subjects to be covered)………………………………………………………………………………………………………………………………………………

With your permission, I would like to (video/audio record the interview/take notes)…………………… for later analysis.

Your identity will remain confidential. Your name and other identifying information will not be included in the final report. The identity of your organisation will not be included in the final report. [Delete if not applicable.] You can choose not to answer any particular questions and you are free to withdraw from the study at any time. The data will be kept securely and destroyed securely after the completion of the project/after (period of time).

A copy of the completed (project/summary of findings) …………… will be available on request. [Delete if not applicable.]

The project has been subject to ethical review in accordance with the procedures specified by (name of institution’s research ethics committee)…………………………………………………………………………………………………………………………………………

If you have any further questions about the project, please feel free to contact me at the email address below.

Name of researcher:……………………………Email address:……………………………
Date ……………
5 Appendix B – Face-to-face interview consent forms

Title of research project: ......................................................

I have read and had explained to me by (name of researcher) ..................... the information sheet relating to the project and any questions have been answered to my satisfaction.

I agree to the arrangements described in the information sheet insofar as they relate to my participation.

I understand that my participation is entirely voluntary and that I may withdraw from the project at any time.

I agree to the interview being video/audio recorded. [Delete if not applicable.]

I have received a copy of this consent form and of the accompanying information sheet.

I am aged 18 or older.

Name of participant: ...........................................................

Signed: .............................................................................

Date: ...............................................................................
6 Appendix C – Briefing and informed consent template for self-complete questionnaires

Title of research project:………………………………………………

This research project investigates (brief topic statement) ……………………………… in order to (broad aims of the research)…………………………………………………………………………………………

The research forms part of my MBA/MSc/academic qualification at (institution)
………………………………………………………………………………………………

You have been approached because you (are involved with particular situation/topic, have knowledge/experience of, are a member of, etc.)…………………………

I would be very grateful if you would agree to take part by (completing this questionnaire online/completing this questionnaire and returning it by email to [address]/completing this questionnaire and returning it to [address] by post by [date])

Responses are anonymous/confidential and individual respondents will not be identified by name or organisation [delete any not applicable] in the final report. The data will be kept securely and destroyed securely after the completion of the project/(period of time).

A copy of the completed (project/summary of the project/summary of findings) …………… will be available from……………………………………………………………………………… [Delete if not applicable.]

The project has been subject to ethical review in accordance with the procedures specified by (name of institution’s research ethics committee)………………………………………………

By completing and returning the questionnaire it will be understood that you are aged 18 or over and that you give consent for your responses to be used for the purposes of this research project.

Many thanks for your support.