**Informed Consent Form Template for Research involving Adult Participants**

1. Please note that this template is intended to assist the Researcher in the design of the informed consent form for adult participants.
2. The informed consent form consists of two parts: the information sheet and the consent declaration.
3. The template contains explanations in [ ] which are meant to guide the researcher, and are not to be included in the consent form.

**Informed Consent Form for [Adult Participants]**

[In the place of adult participants name the group of individuals who you are inviting to participate in the research, and for whom this consent is written.]

**Name of the Researcher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Research:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Informed Consent Form has two parts:**

* Information sheet (to share information about the study with you).
* Declaration of Consent (for signatures should you choose to participate)

**Part I: Information Sheet**

**Introduction**

[Briefly state who you are, what is the purpose of your research (for example, a research project as part fulfilment of a degree, from which higher educational institution), and what you are researching. State that you are inviting them to participate in the research that you are doing. Assure the participants that if they do not understand some words or concepts, you will take time to explain them.]

**Purpose of Research**

[Explain the research question in lay terms in a way that will clarify rather than confuse the participants – avoid using complex technical or professional jargon.]

**Type of Research Intervention / Procedure**

[Provide a brief introduction to the format of the research study. If your research involves observation, explain briefly what you will be observing and for which reasons. If your research involves focus groups, interviews or questionnaires, explain briefly the type of questions that the participants are likely to be asked, and if the questions may be of a sensitive nature or may potentially cause embarrassment, inform the participant about this. It may be helpful to the participant if they know from the very start what the research involves. If the researcher intends to use photographs, audio- / video-recordings, the participant should also be informed at this stage.]

**Participant Selection**

[Indicate why you have chosen this person to participate in this research. People wonder why they have been chosen and may be concerned.]

**Voluntary Participation – Right to Refuse or Withdraw**

[Indicate clearly that they can choose to participate or not, and that they do not have to take part in the research if they do not wish to do so. Assure them that their choosing to participate or not will not affect them adversely in any way. State clearly that they may opt to stop participating in the research at any time and without any consequence. It is important to state clearly at the beginning of the form that participation is voluntary so that the other information can be read in this context.]

**Duration**

[Include a statement about the expected time commitments of the research for the participant.]

**Risks and Benefits**

[Explain and describe any risks that you anticipate or that are possible. Also briefly explain and describe the benefits of the research project from which the individual, the community to which they belong, or society as a whole will benefit.]

**Confidentiality**

[Explain how the researcher will maintain the confidentiality of data with respect to both information about the participant and information that the participant shares, who has access to the data, and for how long this data will be kept. Explain to the participant that, in cases where research is sensitive or involves participants who are vulnerable, extra precautions will be taken to ensure safety and anonymity. Include a statement informing the research participant about their rights, under the Data Protection Act Chapter 586 and the General Data Protection Regulation (GDPR) (EU2016/679), to access, rectify or erase the data concerning them.]

**Sharing the Results**

[Your plan for sharing the findings with the participants should be provided. You may also inform the participant that the research findings will be shared more broadly, for example, through publications and conferences.]

**Who to Contact**

[Provide your contact information, and the name and contact information of your academic supervisor (where applicable). This enables the participant to request further information about the research, and to request information about how their personal information is being processed.]

**Part II: Declaration of Consent**

* I have been invited to participate in a research titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I confirm that I have read and understood the above information, or it has been read to me, and that I agree to participate in this study.
* I have had the opportunity to ask questions about the research, and any questions I have asked have been answered to my satisfaction.
* I understand that I am free to contact the researcher or the researcher’s supervisor to seek further clarification and information.
* I understand that my participation in this study is voluntary and that I am free to withdraw from the study at any time, without giving a reason and without consequence of any kind.
* I understand that all data are anonymous and that there will not be any connection between the personal information provided and the data.
* I understand that there are no known risks or hazards associated with participating in this study.
* I consent to being audio- / video-recorded / photographed for the purpose of the research.(Delete if not applicable)
* I consent to my data being transcribed, and that the data from the transcriptions will be kept (state where they are kept, which security arrangements have been taken, and who has access to this data) until (state a specific relevant period during which the data will be retained) (Delete if not applicable)
* I understand that my identity will remain anonymous in any form of dissemination, written or otherwise.

Name of Participant Signature of Participant Date