

# Template consent form for interviews/focus groups



[Title of research/evaluation]

Name of Researcher/evaluator/interviewer:

Organisation:

Contact:

## Information for participants

Thank you for considering participating in this study. This information sheet outlines the purpose of the study and provides a description of your involvement and rights as a participant, if you agree to take part.

### 1. What is the research about?

[...]

### 2. Do I have to take part?

*[e.g. It is up to you to decide whether or not to take part. You do not have to take part if you do not want to. If you do decide to take part, I will ask you to sign a consent form which you can sign and return in advance of the focus group/interview or sign at each meeting.]*

### 3. What will my involvement be?

*[e.g. Participants will be invited to participate in a one-to-one interview in person/over the phone/digitally. The short interview is estimated to take 30 minutes- 1 hour, dependent upon the participant's responses. Questions asked will be in a "semi-structured" format meaning that the interview will be more like a natural conversation than strictly a set of questions and expected answers (such as an exam or job interview). The intention is to generate an informed conversation about .... This will be recorded electronically.]*

### 4. How do I withdraw from the study?

*[e.g. You can withdraw at any point of the study, without having to give a reason. If any questions during the focus group/interview make you feel uncomfortable, you do not have to answer them. Withdrawing from the study will have no effect on you.]*

*If you withdraw from the study, we will not retain the information you have given thus far, unless you are happy for us to do so.]*

5. What will my information be used for?

[...]

6. Will my taking part and my data be kept confidential? Will it be anonymised?

*[e.g. The records from this study will be kept as confidential as possible. Only [...] will have access to the files and any audio tapes. Your data will be anonymised – your name will not be used in any reports or publications resulting from the study. All digital files, transcripts and summaries will be given codes and stored separately from any names or other direct identification of participants. Any hard copies of research information will be kept in locked files at all times.]*

7. What if I have a question or complaint?

[...]

If you are happy to take part in this study, please sign the consent sheet attached.

## CONSENT FORM

[Title of study]

Name of researcher/evaluator/interviewer:

### PARTICIPATION IN THIS RESEARCH STUDY IS VOLUNTARY

I have read and understood the study information dated [DD/MM/YY], or it has been read to me. I have been able to ask questions about the study and my questions have been answered to my satisfaction.	YES / NO
I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can	YES / NO

withdraw from the study at any time, without having to give a reason.	
I agree to the focus group/interview being audio recorded electronically	YES / NO
I understand that the information I provide will be used for [...] and that the information will be anonymised.	YES / NO
I am happy for my real name to be used in the research** ( <i>Please note that the default position is to automatically anonymise your name- only circle YES if you would like your real name included in the study</i> ).	YES / NO
I understand that any personal information that can identify me – such as my name, address, will be kept confidential and not shared with anyone other than [...].	YES / NO

Please retain a copy of this consent form.

Participant name:

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Interviewer name:

Signature: \_\_\_\_\_

Date \_\_\_\_\_

For information please contact: [...]

*[Reference to any ethic codes you are guided by]*