**General Guidance for Consents**

For procedures requiring oral consent, using the following consent template can ensure informed consent. A script that is shorter and more conversational may be more acceptable.

As evidence that you have received the participant's acceptance and are aware of the following, you must provide the following information:

* Introduction- who is the caller/interviewer, affiliation, organization
* A statement that the study involves research
* Study purpose
* What will the participant be asked to do - as well as the amount of time the participant will spend (include any follow-ups that you plan to do)
* If applied, any compensation and information you will need to collect to make that payment (mailing address, email address, etc.)
* The voluntary nature of participation in the study
* Any risks or benefits associated with participating (leave this out if there are none)
* That you are taking notes or recording the data.
* Whether the information collected will remain confidential or if you plan to keep identifiers with the research data (if the address is collected, will that be kept separate from the survey responses)
* Provide contact information for the researcher and/or the IRB
* Ask if the participant has any questions that you can answer
* Ask explicitly- do you agree to participate in this research? And record the response.

Depending on the nature of the study and the participant pool, the researcher may offer other pertinent information to ensure that participants are fully informed about the research and any risks or benefits of participating.

**Templates for Consent Forms**

|  |  |  |
| --- | --- | --- |
| Consent no. | Consent Name | Uses |
| **C01** | **Informed Consent Statement** | **For general review of research and determination of level of review required [ Expedited/ Full Board]** |
| **C02** | **in-person data collection** | **Data collected with in-person human Interaction.** |
| **C03** | **online surveys** | **In case of applying online surveys.** |
| **C04** | **Recordings of Interviews** | **In case recorded interviews are applied .** |
| **C05** | **Parental Consent Form** | **In case the research includes children participation.** |

**Consent Form(C01):**

**Consent form template for Informed Consent Statement**

**Faculty of Engineering Department/Program of [insert department/program]**

**Research/ Project Title:** …………………………………..

**Authors/ Principal Investigator:** (*name - contact information- affiliation*)

\*You are being asked to participate in a research study and the findings may be [*published, presented, or both*]. The purpose of the research is:

………………………………………………

………………………………………………….

\*The expected duration of your participation is (*estimated duration*):…………………………….

\*The procedures of the research will be as follows (*brief summary*).

* In-person data collection (experimental, surveys) (…)
* Online surveys (…)
* Addendum for video or audio recordings (…)
* Children- involved research – less than 18 years old (…)

\*There (*will be/will not be*] certain risks or discomforts associated with this research. (*If yes, explain them here*. ):………………………………………………

\*There [*will be/will not be*] benefits to you from this research. (*If yes, explain the benefits here*.):………………………………………….

\*The information you provide for purposes of this research (*is anonymous/is confidential/is not confidential*) *Further information is required*

\*Participation in this study is voluntary. Refusal to participate will involve no penalty or loss of benefits to which you are otherwise entitled. You may discontinue participation at any time without penalty or the loss of benefits to which you are otherwise entitled.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent Form(C02):**

**Consent form template for In-Person Data Collection**

**Faculty of Engineering Department/Program of [insert department/program]**

Title of the Study: [insert study title]

Researcher Name(s): [insert researcher name(s) and contact information, plus advisor name(s) and contact information if applicable]

The general purpose of this research is to [insert a sentence describing the general purpose of the investigation]. Participants in this study will be asked to [insert a sentence describing the available procedure of the research]. Findings from this study will be used [insert a sentence explaining where the results will be presented. Will they appear in a student thesis? A scholarly publication? Research conference? A class presentation? A presentation to the administration? etc. It is a good idea to be as thorough as possible. For example, if there is even a remote chance that findings may be published in a scholarly journal, state that here.]

I hereby give my consent to participate in this research study. I acknowledge that the researcher has provided me with:

A. An explanation of the study’s general purpose and procedure.

B. Answers to any questions I have asked about the study procedure.

I understand that:

A. My participation in this study will take approximately [insert duration].

B. The probability and magnitude of harm/discomfort anticipated as a result of participating in this study are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. [If any greater-than-minimal risks are anticipated (e.g., physical pain, emotional distress), replace this sentence with “Participating in this research may result in” and list the anticipated risks.]

C. The potential benefits of this study include [briefly describe the study’s potential benefits to participants and others, not including compensation (e.g., educational benefits). If there is no expected benefit, replace this sentence with “There are no expected benefits associated with my participation.”]

D. I will be compensated for participating in this study with [insert the form and amount of compensation or replace this sentence with “I will not be compensated for participating in this study.”]

E. My participation is voluntary, and I may withdraw my consent and discontinue participation in the study at any time. My refusal to participate will not result in any penalty or disadvantage.

F. Some aspects of the study purpose/procedure may be withheld from me until its end. What the investigators hope to learn from this study, the specific nature of and reasons for the procedure employed, and those aspects of my behavior that have been recorded for measurement purposes will all be fully explained to me at the end of the study. After the study’s purpose and procedure have been fully explained to me, I may, for any reason, choose to withhold use of any data provided by my participation, without penalty. [If you have explained the full and true purpose of the study and its procedures to participants above, you may omit Part F of the consent form.]

G. My responses in this study will be kept confidential, to the extent permitted by law. The data will be stored in a secure location [state where; for example, a password-protected computer], will be available to [state who will have access to the data], and research reports will only present findings on a group basis, without any personally identifying information. [If you plan to quote individual participants or identify them by name, then revise this point appropriately.]

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Consent Form(C03):**

**Consent form template for Online Surveys**

**Faculty of Engineering /Program of [insert department/program]**

Title of the Study: [insert study title]

Researcher Name(s): [insert researcher name(s) and contact information, plus advisor name(s) and contact information if applicable]

The general purpose of this research is to [insert a sentence describing the general purpose of the research]. Participants in this study will be asked to [insert a sentence describing the general procedure of the research]. Findings from this study will be used [insert a sentence describing where the findings will be presented. Will they appear in a student thesis? A scholarly publication? A research conference? A class presentation? A presentation to the administration? etc. It is a good idea to be as thorough as possible. For example, if there is even a remote chance that findings may be published in a scholarly journal, state that here.]

I understand that:

A. My participation in this study will take approximately [insert duration]. I agree to complete the study in one sitting.[include the last sentence only if you want this to be true.]

B. The probability and magnitude of harm/discomfort anticipated as a result of participating in this study are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. [If any greater-than-minimal risks are anticipated (e.g., physical pain, emotional distress, replace this sentence with “Participating in this research may result in” and list the anticipated risks.]

C. The potential benefits of this study include [briefly describe the study’s potential benefits to participants and others, not including compensation (e.g., educational benefits). If there is no expected benefit, replace this sentence with “There are no expected benefits associated with my participation.”]

D. I will be compensated for participating in this study with [insert the form and amount of compensation, or replace this sentence with “I will not be compensated for participating in this study.”]

E. My participation is voluntary, and I may discontinue participation in the study at any time by closing the survey. My refusal to participate will not result in any penalty.

F. Some aspects of the study purpose/procedures may be withheld from me until its end. What the investigators hope to learn from this study, the specific nature of and reasons for the procedures employed, and those aspects of my behavior that have been recorded for measurement purposes will all be fully explained to me at the end of the study. [If you have explained the full and true purpose of the study and its procedures to participants above, you may omit Part F of the consent form.]

G. My responses will be recorded anonymously, and I cannot be identified by my responses. [Researcher: Be confident this is correct, and that you are not asking such specific questions that individuals could be identified. If there is a reasonable chance that individuals could be identified, replace this text with “My responses will be kept confidential, to the extent permitted by law. The data will be stored in a secure location [state where; for example, a password-protected computer], will be available to [state who will have access to the data], and research reports will only present findings on a group basis, without any personally identifying information.”]

You should indicate that you are 18 years of age or older, you have read and understand your rights, and that you consent to participate in this online research study.

**Consent Form(C04):**

**Consent form template for Recordings of Interviews**

**Faculty of Engineering /Program of [insert department/program]**

Title of the Study: [insert study title]

In addition to agreeing to participate, I consent to have the interview [audio or video] recorded. I understand that the recording of my interview will be transcribed by the researcher(s) and erased once the transcriptions are checked for accuracy. Transcripts of my interview may be reproduced in whole or in part for use in presentations or written products that result from this study but will not be linked to my name. Neither my name nor any other identifying information (such as my voice or picture) will be used in presentations or written products resulting from the study unless I give my explicit permission. [Researcher: Be confident that all this is correct, and edit as appropriate if you do not plan to erase the recordings, participants’ responses could reasonably cause them to be identified, or you plan to ask permission to use participants’ voice/picture for anything in the future (in which case, be explicit about what those future uses will be).]

1. I consent to have the interview [audio or video] recorded.

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I consent to have my name associated with my responses. (If I do not sign, my name will not be used.)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Lastly, I consent to use of my [voice/picture] in presentations or in written products resulting from the study. (If I do not sign, my [voice/picture] will not be used.)\

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent Form(C05):**

**Parental Consent Form**

**Faculty of Engineering /Program of [insert department/program]**

Title of the Study: [insert study title]

Researcher Name(s): [insert researcher name(s) and contact information, plus advisor name(s) and contact information if applicable]

The purpose of this research is to [insert several sentences describing the purpose of the research. Avoid technical/academic language that may be difficult for a non-academic to understand].

While participating in this study, your child will be asked to [insert several sentences describing the procedure of the research, including any interactions researchers will have with the child and any responses/measurements researchers will collect from the child. Include information about timing if applicable; for example, children will be asked questions at Time 1 and other questions at Time 2 three weeks later.]

Findings from this study will be used [insert a sentence describing where the results will be presented. Will they appear in a student thesis? A scholarly publication? Research conference? A class presentation? A presentation to the administration? etc. It is a good idea to be as thorough as possible. For example, if there is a remote chance that findings may be published in a scholarly journal, state that here.]

I hereby give my consent for my child to participate in this research study. I acknowledge that the researcher has provided me with:

A. An explanation of the study’s purpose and procedure.

B. Answers to any questions I have asked about the study procedure.

I understand that:

A. My child’s participation in this study will take approximately [insert duration].

B. The probability and amount of harm/discomfort anticipated as a result of my child participating in this study are not greater than those ordinarily encountered in daily life. [If any greater-than-minimal risks are anticipated (e.g., physical pain, emotional distress), replace this sentence with “Participating in this research may result in” and list the anticipated risks.]

C. Research sessions will not be held when important academic material is being covered. [If this is not correct, then revise this point appropriately.]

D. The potential benefits of this study include [briefly describe the study’s potential benefits to participants and others, not including compensation (e.g., educational benefits). If there is no expected benefit, replace this sentence with “There are no expected benefits associated with my child’s participation.”]

E. My child will be compensated for participating in this study with [insert the form and amount of compensation or replace this sentence with “My child will not be compensated for participating in this study.”]

F. My decision to allow my child to participate is voluntary, and I may withdraw my consent and discontinue my child’s participation in the study at any time. My refusal to participate will not result in any penalty or disadvantage for me or my child.

G. In addition to my written consent, my child will give verbal agreement to participate in the research. My child will be able to discontinue their participation at any time, without penalty, and this will be explained to them before they agree. [If this is not correct, then revise these points appropriately.]

H. My child’s responses in this study will be kept confidential, to the extent permitted by law. The data will be stored in a secure location [state where; for example, a password-protected computer], will be available to [state who will have access to the data], and research reports will only present findings on a group basis, without any personally identifying information of me or my child. [If you plan to quote individual participants or identify them by name, then revise this point appropriately.]

Name of child (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_