

Consent Form Template

What

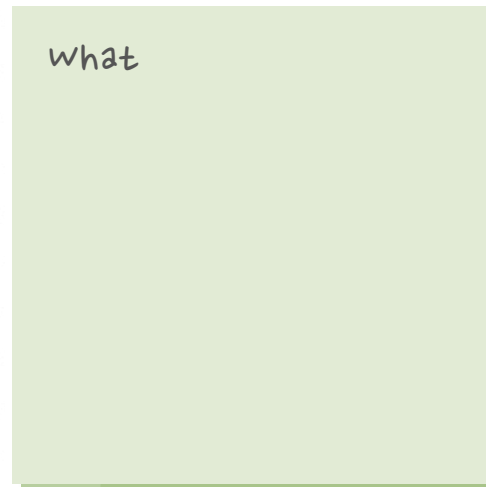
An agreement to share details about the consultation and obtain the consent of each participant.

Why

Consent is the first step of engaging with a participant. Getting consent means explaining the purpose of the consultation, why it is taking place, how you will use their information, and when it will be destroyed. It also means asking participants to confirm their consent. Doing so is a demonstration of respect to the participant and shows you value them and their contributions.

How

Fill in the following template. Feel free to adapt or add sections based on the context of your consultation.



We are here to help! [Reach out if you have any challenges or questions.](#)

Consent Form Template

Introduction

Project name

State the name of your consultation.

Brief introduction of the research

Introduce the project in three sentences.

Why are we doing this research?

Explain the objective of the research.

What are we doing?

Explain the context in which the research is being carried out and its importance.

What if you decide to participate in the research?

Describes the data collection phase of the research, the topics that will be addressed and who will implement the consultation.

Do you have to participate in the research?

Make it clear that participation in the consultation is completely voluntary.

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Keeping your information safe and private

How we will use and store your information

Describe how you plan to use and store the information collected during the consultation.

(e.g.: The information you provide to us will be strictly protected. This means data will be completely anonymous and confidential, and will only be used for this research. It is very important for you to know that your identity won't be disclosed. We will be taking notes and recording this conversation if you give us your permission to do so. The purpose of recording is to help in case we miss something in our notes. The audio recording will be deleted once the research is over.)

How can you find out more about the research?

Provide contact information for one or more people on the research team who can be contacted if further information is required.

What if you no longer want to participate in the research?

Explain since it is a voluntary exercise, the person is free to choose not to answer one or more questions. The participant may even withdraw from the session at any point for any reason.

Support services that you can receive

List any support services available to the participant.

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Consent

- I have read and understand the information on this paper / I have had the information read to me.
- I understand what you will be doing during the consultation.
- I understand that I can stop the process at any time and do not have to answer questions if I wish to skip them.
- I understand who I can speak to if at any time I feel uncomfortable or concerned about this process.
- I understand that my identity will be confidential during this process.
- I consent to being recorded.

Participant's Name

Name / initials / fingerprint OR verbal consent

Date



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Introduction

Project name

Brief introduction of the research

Why are we doing this research?

What are we doing?

What if you decide to participate in the research?

Do you have to participate in the research?



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Keeping your information safe and private

How we will use and store your information

How can you find out more about the research?

What if you no longer want to participate in the research?

Support services that you can receive





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