**Consent Form Guidance: Gaining informed consent**

The example consent forms provided below are suitable for research involving adults and children and where anonymous and personal (confidential) data are collected, including the situation where personal data are collected initially (e.g., names of participants, because they will be returning for further tests) and then subsequently disposed of, so that only anonymous data are retained (Confidential-then-Anonymous forms).[[1]](#footnote-1) An example consent form for a study that involves ‘open data’ is also provided.[[2]](#footnote-2) It may be appropriate to modify the wording and format of these forms to fit your particular research. Note that consent for participation and use of data should be obtained even in anonymous questionnaire studies.

* **Anonymous data collection.** For the research data to be anonymous, no identifying information (e.g., name, email address, video-recording) should be recorded, and no link (e.g., via an ID number) should be made between the consent form and the research data. If this is the case, the participant can be asked to sign a consent form that includes the statement that ‘the data I provide will be anonymous.’
* **In person vs. online consent forms.** Many of the example consent forms below are for in-person studies and use the letterhead. In online studies, the content of the consent form will be similar but the information may of course be presented on the screen in a different format, e.g. without a letterhead. See the last page for an example of an online consent form.
* **Studies involving audio or video recording** need to include the following bullet point in the consent form

**Do you AGREE:**that you will be audio/video recorded during the experiment [ ] [ ]

**Working with vulnerable populations, including children**. Note that gaining informed consent of parents or carers does not obviate the need to gain assent from children/vulnerable adults participating in research. Assent means that the child/vulnerable adult shows some form of agreement to participate in the research without necessarily comprehending the nature of the research sufficiently to give full informed consent.

* **Final consent**: Note that, *where practical*, it is good practice to ask participants to confirm their consent to participate in the research study and then, having participated, to confirm their consent to keep and make use of the data they have contributed. This allows someone, who for example becomes unhappy about their participation in the research, to prevent their data being used.
* **Note that all consent data need to be stored securely and separately from the research data.** Where practical, participants should also be offered a copy of their signed consent form to take away with them.

|  |  |
| --- | --- |
| School of Psychological Science Tel: 0117 928 8450<Contact name><Contact telephone and email> |  |

CONSENT FORM

<Study title - *Confidential*>

## Please answer the following questions to the best of your knowledge

 **YES NO**

**Do You confirM That you:**

* <inclusion/exclusion criterion 1> [ ] [ ]
* <inclusion/exclusion criterion 2>[ ] [ ]
* <inclusion/exclusion criterion 3> **□** [ ]

**Have you:**

* been given information explaining about the study? [ ] [ ]
* had an opportunity to ask questions about the study and received satisfactory answers to them[ ] [ ]
* received enough information about the study for you to make a decision about your participation?

[ ] [ ]

**Do you understand:**

that you are free to withdraw from the study and free to withdraw your data prior to publication

* at any time? [ ] [ ]
* without having to give a reason for withdrawing? [ ] [ ]

## I hereby fully and freely consent to my participation in this study

I understand and acknowledge that the investigation is designed to promote scientific knowledge and that the University of Bristol will use the data I provide for no purpose other than research.

I understand the data I provide will be kept **confidential**. My name or other identifying information will not be disclosed in any presentation or publication of the research.

 I agree to the University of Bristol keeping and processing the data provided during the course of this study. I understand that these data will be used only for the purpose(s) set out in the information sheet, and my consent is conditional upon the University complying with its duties and obligations under the UK General Data Protection Regulation (UK GDPR).

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

# Final consent

**Having participated in this study**

I agree to the University of Bristol keeping and processing the data I have provided during the course of this study.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

|  |  |
| --- | --- |
| School of Psychological Science Tel: 0117 928 8450<Contact name><Contact telephone and email> |  |

CONSENT FORM

<Study title - *Anonymous*>

## Please answer the following questions to the best of your knowledge

 **YES NO**

**Do You confirM That you:**

* <inclusion/exclusion criterion 1> **□ □**
* <inclusion/exclusion criterion 2> **□ □**
* <inclusion/exclusion criterion 3> **□ □**

**Have you:**

* been given information explaining about the study? **□ □**
* had an opportunity to ask questions about the study and received satisfactory answers to them **□ □**
* received enough information about the study for you to make a decision about your participation?

 **□ □**

**Do you understand:**

that you are free to withdraw from the study and free to withdraw your data prior to publication

* at any time? **□ □**
* without having to give a reason for withdrawing? **□ □**

## I hereby fully and freely consent to my participation in this study

I understand and acknowledge that the investigation is designed to promote scientific knowledge and that the University of Bristol will use the data I provide for no purpose other than research.

I understand the data I provide will be **anonymous**. No link will be made between my name or other identifying information and my study data.

 I agree to the University of Bristol keeping and processing the data provided during the course of this study. I understand that these data will be used only for the purpose(s) set out in the information sheet, and my consent is conditional upon the University complying with its duties and obligations under the UK General Data Protection Regulation (UK GDPR).

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

# Final consent

**Having participated in this study**

I agree to the University of Bristol keeping and processing the data I have provided during the course of this study.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

|  |  |
| --- | --- |
| School of Psychological Science Tel: 0117 928 8450<Contact name><Contact telephone and email> |  |

CONSENT FORM

<Study title – *Confidential, then anonymised*>

## Please answer the following questions to the best of your knowledge

 **YES NO**

**Do You confirM That you:**

* <inclusion/exclusion criterion 1> **□ □**
* <inclusion/exclusion criterion 2> **□ □**
* <inclusion/exclusion criterion 3> **□ □**

**Have you:**

* been given information explaining about the study? **□ □**
* had an opportunity to ask questions about the study and received satisfactory answers to them **□ □**
* received enough information about the study for you to make a decision about your participation?

 **□ □**

**Do you understand:**

that you are free to withdraw from the study and free to withdraw your data prior to publication

* at any time? **□ □**
* without having to give a reason for withdrawing? **□ □**

## I hereby fully and freely consent to my participation in this study

I understand the nature and purpose of the procedures involved in this study. These have been communicated to me on the information sheet accompanying this form.

I understand and acknowledge that the investigation is designed to promote scientific knowledge and that the University of Bristol will use the data I provide for no purpose other than research.

I understand that the data I provide will be kept **confidential**, and that on completion of the study my data will be **anonymised** by removing all links between my name or other identifying information and my study data. This will be done by <insert date>, and before any presentation or publication of my data.

I understand that the University of Bristol may use the data collected for this project in a future research project but that the conditions on this form under which I have provided the data will still apply.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

# Final consent

**Having participated in this study**

I agree to the University of Bristol keeping and processing the data I have provided during the course of this study.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

|  |  |
| --- | --- |
| School of Psychological ScienceTel: 0117 928 8450<Contact name><Contact telephone and email> |  |

CONSENT FORM

<Study title – *Confidential, then anonymised + Open Data*>

## Please answer the following questions to the best of your knowledge

 **YES NO**

**Do You confirM That you:**

* <inclusion/exclusion criterion 1> **□ □**
* <inclusion/exclusion criterion 2> **□ □**
* <inclusion/exclusion criterion 3> **□ □**

**Have you:**

* been given information explaining about the study? **□ □**
* had an opportunity to ask questions about the study and received satisfactory answers to them **□ □**
* received enough information about the study for you to make a decision about your participation?

 **□ □**

**Do you understand:**

that you are free to withdraw from the study and free to withdraw your data prior to publication

* at any time? **□ □**
* without having to give a reason for withdrawing? **□ □**

## I hereby fully and freely consent to my participation in this study

I understand the nature and purpose of the procedures involved in this study. These have been communicated to me on the information sheet accompanying this form.

I understand and acknowledge that the investigation is designed to promote scientific knowledge and that the University of Bristol will use the data I provide for no purpose other than research.

I understand that the data I provide will be kept **confidential**, and that on completion of the study my data will be **anonymised** by removing all links between my name or other identifying information and my study data. This will be done by <insert date>, and before any presentation or publication of my data.

I understand that after the study will be made “open data”. I understand that this means the anonymised data will be publicly available and may be used for purposes not related to this study, and it will not be possible to identify me from these data.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

# Final consent

**Having participated in this study**

I agree to the University of Bristol keeping and processing the data I have provided during the course of this study.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

|  |  |
| --- | --- |
| School of Psychological Science Tel: 0117 928 8450<Contact name><Contact telephone and email> |  |

CONSENT FORM

<Study title – Children, confidential>

## Please answer the following questions to the best of your knowledge

 **YES NO**

**Do You confirM That youR Child:**

* <inclusion/exclusion criterion 1> **□ □**
* <inclusion/exclusion criterion 2> **□ □**
* <inclusion/exclusion criterion 3> **□ □**

**Have you:**

* read the <information sheet> explaining about the study? **□ □**

**Do you understand:**

that you are free to withdraw your consent at any time during the study and free to withdraw your

child’s data from the study prior to publication?

* without having to give a reason for withdrawing? **□ □**
* and that the session will stop if your child asks or appears uncomfortable? **□ □**

## I hereby fully and freely consent to my child’s participation in this study

I understand the nature and purpose of the procedures involved in this study as communicated to me on the <*information sheet*>.

I understand that the investigation is designed to promote scientific knowledge and I agree that the University of Bristol can keep and use the data my family provide for research purposes only.

I understand that the data my family provide will be kept **confidential**, and that my consent is conditional upon the University complying with its obligations under the UK General Data Protection Regulation (UK GDPR).

I understand that my child’s name and any other identifying information will not be disclosed in any presentation or publication of the research.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Child’s DoB: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **YES NO**

I agree to my child’s data being passed to his/her school, if requested? **□ □**

I agree to being contacted again with information about further research studies? **□ □**

Daytime contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| School of Psychological Science Tel: 0117 928 8450<Contact name><Contact telephone and email> |  |

CONSENT FORM

<Study title - Children, confidential then anonymised>

## Please answer the following questions to the best of your knowledge

 **YES NO**

**Do You confirM That youR Child:**

* <inclusion/exclusion criterion 1> **□ □**
* <inclusion/exclusion criterion 2> **□ □**
* <inclusion/exclusion criterion 3> **□ □**

**Have you:**

* read the <information sheet> explaining about the study? **□ □**

**Do you understand:**

* that you are free to withdraw your consent for the study at any time during the study,

but prior to the data being anonymised? **□ □**

* without having to give a reason for withdrawing? **□ □**
* that testing will stop if your child asks or appears uncomfortable? **□ □**

## I hereby fully and freely consent to my child’s participation in this study

I understand the nature and purpose of the procedures involved in this study as communicated to me on the <*information sheet*>.

I understand that the investigation is designed to promote scientific knowledge and I agree that the University of Bristol can keep and use the data my family provide for research purposes only.

I understand that the data my family provide will be kept **confidential**, and that my consent is conditional upon the University complying with its obligations under the UK General Data Protection Regulation (UK GDPR).

I understand that on completion of the study my child’s data will be **anonymised** by removing all links between his/her name and his/her study data. This will be done by <*insert date*>, and before any presentation or publication of data.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Name in BLOCK Letters: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Child’s DoB: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **YES NO**

I agree to my child’s data being passed to his/her school, if requested? **□ □**

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

# Online Consenting Statements:

**Example 1:**

You are invited to complete the following questionnaire/survey looking into [insert details of study here].

By completing the survey items below, you indicate that:

* You have received enough information about this study to make a decision about your participation.
* You understand that your data will be anonymised and confidential, and that it will be used for no other purpose than research. The data will ultimately be 'open’, meaning that the anonymised data will be publicly available and may be used for purposes not related to this study. It will not be possible to identify anyone from these data at any point.

If you agree to participate, please answer the following questions and submit your responses. By submitting your response your consent to take part in this research study is implied. If you wish to withdraw or no longer participate, close the browser window and do not submit your response.

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

Example 2:

**Consent:**

By consenting to your participation you confirm:

* You are 18 or over
* You have received enough information about the study to make a decision about your participation

By consenting to your participation you understand:

* You are free to withdraw from the study at any time by closing the browser tab
* You do not have to provide a reason for withdrawing

By clicking the '→'  button I give my consent to participate in this project.
(Close the browser tab if you do not want to participate.)

If you have any concerns regarding your participation in this study please direct them to the University of Bristol Research Governance Team (RGT) via research-ethics@bristol.ac.uk.

1. The study title line on each consent form includes a brief description of the study type. [↑](#footnote-ref-1)
2. Some research councils and journals require ‘Open data’, e.g. “BBSRC expects research data generated as a result of BBSRC support to be made available with as few restrictions as possible in a timely and responsible manner to the scientific community for subsequent research.” (BBSRC Data Sharing Policy Statement, <http://www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf>). If your study falls under this requirement or if you envisage publishing the results in a journal that requires access to raw data, you need to ensure that appropriate consent has been sought from participants. [↑](#footnote-ref-2)