Example participant consent form template – *the highlighted parts need to be adapted to the project*

| Participant Consent to take part in [title of research project]***\*Researcher\* – Please ensure you edit each Consent statement below to fit with the Participant Information Sheet for your study and remove guidance text intended for you*** | If you agree to the statement, please sign with your initials below |
| --- | --- |
| I confirm that I have read and understand the information sheet/letter [delete as applicable] dated [insert date] version number [insert] explaining the above research project and I have had the opportunity to ask questions about the project. |  |
| I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason and without there being any negative consequences [or explain a timeframe until withdrawal is possible and detail in the PIS].  |  |
| In addition, should I not wish to answer any question or questions, I am free to decline. Insert contact number here of lead researcher/ member of research team [as appropriate].[Include a statement about what will happen to data already provided following withdrawal from the study.] |  |
| I understand members of the research team [and any authorised parties as identified in the PIS] will have access to my identifiable responses.  |  |
| I understand that identifiable data collected about me as part of this research project may be linked with other data as described in the PIS |  |
| Where my data has been anonymised/pseudonymised I understand I will not be identified or identifiable in the report/s or publications that result from the research.  |  |
| I understand that data may be shared with stakeholders as described in the PIS (if applicable) |  |
| ***RESEARCHER: I****nclude* ***one or the other*** *open data sharing or restricted data sharing agreement statements for your study. It is assumed that de-identified data will be made available via a closed data sharing repository by default. This should be explained in the PIS.***Agreement for open data sharing:** I agree that the (de-identified) research data collected from me can be shared publicly and openly, as explained in the Participant Information Sheet |  |
| **Agreement for restricted data sharing**: I agree that the (de-identified) research data collected from me can be shared for future research and teaching, as explained in the Participant Information SheetWhere my data is identifiable, I understand that I can request removal from the dataset at any time by contacting xxx (delete if not applicable) |  |
| I understand that other researchers may use my words (direct quotes) in publications, reports, web pages, and other research outputs, only if all direct identifiers (such as names, locations, birth dates and contact details) are removed and I or any stakeholders involved (deleted if not applicable) cannot be identified. |  |
| I understand that relevant sections of the data collected during the study, may be looked at by auditors from and on behalf of the University of Leeds  |  |
| I agree to take part in the above research project and will inform the lead researcher should my contact details change during my participation in the project and, if necessary, afterwards ***[only if applicable***]. |  |

|  |  |
| --- | --- |
| Name of participant |  |
| Participant’s signature |  |
| Date |  |
| Name of lead researcher [or person taking consent] |  |
| Signature |  |
| Date\* |  |

\*To be signed and dated in the presence of the participant.

Once this has been signed by all parties the participant should receive a copy of the signed and dated participant consent form, the letter/ pre-written script/ information sheet and any other written information provided to the participants. A copy of the signed and dated consent form should be kept with the study’s main documents which must be kept in a secure online UoL sever location or as detailed in the approved Participant Information Sheet.

Secretariat, Research Ethics, Version 1.3, September 2024