Consent Forms

The guiding principle for consent is that any agreement to participate is voluntary and based on information that is sufficient, clear and unambiguous. The Consent Form provides evidence of an agreement between the researcher and the participant on the conditions, rights and obligations of both parties to conduct the research according to your project plan. Substantiation of informed consent can take several forms. It is most often given by signing a consent form but under certain circumstances, consent may be given orally. Consent may also be given implicitly, for example by completion of a survey. See National Statement Chapter 2.2 for further information.

It is essential that all participants:

- Have received an adequate explanation of any anticipated risks, discomforts or inconvenience arising from their participation, including any special risks involved (e.g. mandatory reporting).
- Understand participation is voluntary and that they can withdraw at any time, including the withdrawal of any data provided (where practicable and/or up to the point of analysis/publication);
- Agree to the method of data collection (e.g. audio-taping, observation, and video-taping) and are satisfied that any information they have provided is confidential and protected, subject to any legal limitations and that, unless otherwise elected, they will not be identified in any publication arising from the research.

A consent form should provide the following essential information:

- The research institution, project title, and name of the researcher(s), including any additional partners or agencies involved.
- A statement of acknowledgment by participants that they have read the Plain Language Statement, and understand the nature of their involvement and have had an opportunity to ask questions.
- A concise description of the data collection method(s) to be used (tick box options can be used).
- A statement that relates to confidentiality and anonymity in instances where confidentiality cannot be assured, e.g. in focus groups, this should be clearly stated.