Appendix: Sample Informed consent documents

**Example 1: template that may be used for MSc/UG/small projects, provided the research is not sensitive or complex (template combines the information sheet/consent form in one) – p.2**

**Example 2: templates recommended for larger studies or any complex/sensitive research (information sheet + consent form) – p.3-4**

**Example 3: verbal consent script – p.6**

Example 1: The following example/template may be used for MSc/UG/small projects provided the research is not sensitive or complex (it combines the information sheet/consent form in one)

*Please add the relevant details of your study.*

Dear ….,

Thanks for your interest in this project about..... In this email, I give you information about the project and ask for your consent to participate. If you agree, please reply to this email, stating your name and that you agree to the statements in the table below to give your consent.

**What is the study about?**

XXXXX

**What will my involvement be?**

XXXXXXX

**Do I have to take part?**

Participation is **voluntary.** There are no negative consequences for you if you decide not to take part in this study. If you decide to take part but then later on you change your mind, you can let me know by [DATE] - you will not have to give any explanation why. It is also absolutely fine if you feel that you don’t want to answer any specific questions – you can just tell me, and we will move on.

**What will my information be used for?**

*[E.g., Masters’ dissertation? Confirm if it might be used in future research or publications]*

**Will my information be anonymous?**

Your participation will anonymous - your name will not be used in any reports or publications resulting from the study.

**If you agree to take part in the research, please complete the section below**

**Participant’s name**: (type first name and surname here)

|  |  |
| --- | --- |
| **Please read these three statements. If you agree with them, put a X in the boxes below** | |
| I have read this message and had the opportunity to ask questions. |  |
| I agree to participate in the [interview / survey / focus group] |  |
| I understand that my responses will be kept confidential and anonymous and that my personal information will be kept securely and destroyed at the end of the study |  |

**Once completed lease email this back to me. Thank you!**

**Researcher name**: Email address:

The LSE Research Privacy Policy can be found here: <https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Information-Records-Management/Privacy-Notice-for-Research-v1.2.pdf>

Example 2: The following example/template (information sheet + consent form) is recommended for larger studies or any complex/sensitive research

*You must adapt the template to the requirements of your particular study (replace text in blue with your own study information; delete footnotes, etc.).*

**Title of research study**

**Name of researcher**

Department/Centre, LSE

**Information for participants**

Thank you for considering participating in this study which will take place [*insert approximate dates*]. This information sheet outlines the purpose of the study and provides a description of your involvement and rights as a participant, if you agree to take part.

**1. What is the research about?**

*[Set out the aim of this project/research, and also the methods to be used to collect information.* ***It is important that you use language that will be understood by your intended participants****. If applicable, state who the funder of the research is.]*

**2. Do I have to take part?**

It is up to you to decide whether or not to take part. You do not have to take part if you do not want to. If you do decide to take part [*I/we*] will ask you to sign a consent form which you can sign and return in advance of the [*interview/focus group meeting*] or sign at the meeting.

**3. What will my involvement be?**

*[Be clear about what participation will involve and how long this might take. E.g., ‘You will be asked to take part in an interview/focus group/survey about your experience/knowledge of… It should take approximately…]*

**4. How do I withdraw from the study?**

You can withdraw from the study at any point until *[insert date, e.g., when you will begin analysis of the data, or until publication of the data]*, without having to give a reason. If any questions during the [*interview/focus group*] make you feel uncomfortable, you do not have to answer them. Withdrawing from the study will have no effect on you. If you withdraw from the study, I will not retain the information you have given thus far, unless you are happy for me to do so.

**5. What will my information be used for?**

[*I/we*] will use the collected information for…. [*a research project, academic paper, future research, etc.]*

**6. Will my taking part and my data be kept confidential? Will it be anonymised?**

The records from this study will be kept as confidential as possible. Only [*myself and my supervisor*] will have access to the files and any audio tapes. Your data will be anonymised – your name will not be used in any reports or publications resulting from the study.[[1]](#footnote-1) All digital files, transcripts and summaries will be given codes and stored separately from any names or other direct identification of participants. Any hard copies of research information will be kept in locked files at all times.

**Limits to confidentiality:** confidentiality will be maintained as far as it is possible, unless you tell us something which implies that you or someone you mention might be in significant danger of harm and unable to act for themselves; in this case, we may have to inform the relevant agencies of this, but we would discuss this with you first.

**7. Who has reviewed this study?**

This study has undergone ethics review in accordance with the LSE Research Ethics Policy and Procedure.[[2]](#footnote-2)

**8. Data Protection Privacy Notice**

The LSE Research Privacy Policy can be found at:

<https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Information-Records-Management/Privacy-Notice-for-Research-v1.2.pdf?from_serp=1>

The legal basis used to process your personal data will be *[Please select one of the following: Staff, please enter* “Public Task”; *Students, please enter*“Legitimate interests”*]*. The legal basis used to process special category personal data (e.g., data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation, genetic or biometric data) will be for scientific and historical research or statistical purposes.

To request a copy of the data held about you please contact: [glpd.info.rights@lse.ac.uk](mailto:glpd.info.rights@lse.ac.uk)

**9. What if I have a question or complaint?**

If you have any questions regarding this study please contact the researcher, [X], on [email address].

If you have any concerns or complaints regarding the conduct of this research, please contact the LSE Research Governance Manager via [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk).

If you are happy to take part in this study, please sign the consent sheet attached/below.

**CONSENT FORM [**Please delete/amend any clauses/blue text not relevant]

**Title of research study**

**Name of researcher**

**PARTICIPATION IN THIS RESEARCH STUDY IS VOLUNTARY**

|  |  |
| --- | --- |
| I have read and understood the study information dated [DD/MM/YY], or it has been read to me. I have been able to ask questions about the study and my questions have been answered to my satisfaction. | YES / NO |
| I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and that I can withdraw from the study at any time up until XXX, without having to give a reason. | YES / NO |
| I agree to the [interview/focus group] being audio recorded [*delete if not being audio recorded]* | YES / NO |
| *[If relevant]* I agree to maintain the confidentiality of the focus group discussions | YES/NO |
| *Add additional statements for e.g., video recording, photographs, etc. if relevant* | YES / NO |
| I understand that the information I provide will be used for *[Researcher name dissertation, thesis, research publication, etc.]* and that the information will be anonymised. | YES / NO |
| *If you want to use quotes in research outputs, add:* I agree that my (anonymised) information can be quoted in research outputs. | YES / NO |
| *If you want to use named quotes, add[[3]](#footnote-3):* I agree that my real name can be used for quotes. | YES / NO |
| *If written information is provided by the participant (e.g., diary), add:* I agree to joint copyright of the [specify the data] to [name of researcher]. | YES / NO |
| I understand that any personal information that can identify me will be kept confidential and not shared with anyone *[other than the researcher /study team].* | YES / NO |
| I give permission for the (anonymised) information I provide to be deposited in a data archive so that it may be used for future research.  *[UG/MSc student: only include this clause if this is something you really intend to do]*  *[Note that for some funders it is a requirement to ask participants this]* | YES / NO |

Please retain a copy of this consent form.

Participant name:

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

Interviewer name:

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

    
For information please contact: <<name and email address of researcher>>

Example 3: The following template may be used/adapted for projects using verbal consent[[4]](#footnote-4)

*Please add the relevant details of your study.*

**Title of your study**

**Researcher name**

[Department of …, LSE]

**Pre-interview**

Hi, my name is XX, and I’m a [student/researcher] at the London School of Economics.

*[show School ID/business card]*

As explained in the information sheet I sent/gave you, I am researching …[*add brief details of what the study is about]*

Before I ask for your agreement to participate, I’d like to tell you more about how your information will be used and what your involvement will include. Is it ok with you if I record this?

*[wait for acknowledgement]*

First, this study has undergone ethics review in accordance with LSE’s Research and Ethics Policy Procedure. The information you provide will be anonymized and confidential, which means your name and any identifiable details will **not** be used in my [*dissertation or any other publication*]. You can retract any information you provide up to [date XX] without any reason. And during the interview, if any questions make you feel uncomfortable, you do not have to answer them.

If that’s all clear and alright with you, are you happy to proceed with the interview*?* It should take approximately [*give estimate of time]*

*[wait for acknowledgement]*

And is it ok for me to audio record the interview? This is only to help me write notes/transcribe afterwards. I will then delete the recording.

*[wait for acknowledgement]*

Do you have any questions before we begin?

*[potential interviewee responds]*

**Post-interview**

Thank you so much for your answers. To confirm, are you happy for me to use this information you provided for my [*dissertation*] with the terms outlined before? I’m also happy to go through them again.

*[interviewee reconfirms/asks for details of the study or how data will be used to be repeated]*

Thank you so much for your time!

1. *There are some circumstances in which you may – with their agreement – name your participants in your research; however, caution should be exercised, and you are advised to discuss this with either your supervisor or the REC via* [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk) [↑](#footnote-ref-1)
2. Research ethics review must be completed and approved before you undertake any data collection. Details of the LSE Research Ethics Policy and Procedure can be found at: <https://info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics> [↑](#footnote-ref-2)
3. Our recommendation is that ALL participants are anonymised unless there is a good reason to name them, and it is safe to do so. [↑](#footnote-ref-3)
4. N.B. Verbal consent should only be used in cases where written consent is not appropriate, for instances due to literacy levels, cultural norms, or where a written record may heighten risks to the participant. The use of verbal consent requires review/approval by the Research Ethics Committee. [↑](#footnote-ref-4)