

Format for Participant Consent Form

A Consent Form is the equivalent of a legal document that has been signed by the participants agreeing to participate in the research as described in the Information Sheet. This is an important legal protection for the researcher and Massey University as well as for participants. The researcher is responsible for the safe keeping of this document. The Consent Form should be separate from the Information Sheet.

Safekeeping, confidentiality and eventual disposal of Consent Forms are the responsibility of the researcher. Signed Consent Forms should be retained until such time as the data is disposed of, after which shredding is in order.

Consent Forms associated with teaching programmes should be kept indefinitely.

Where the consent is being given for the participation of some other person in a research project (e.g. parent/guardian consenting to a child's participation), this should be made clear in the wording of the Consent Form. The name of the participant and their relationship to the person giving consent should be clearly stated.

Note: if the use of a Consent Form is considered inappropriate in the particular circumstances of a research project, then the reasons must be presented to a Massey University Human Ethics Committee.

Prepare your Participant Consent Form based on the formats on the next two pages.

[Print on Massey University departmental letterhead]
[Logo, name and address of Department/School/Institute/Section]

Project Title

PARTICIPANT CONSENT FORM - INDIVIDUAL

I have read the Information Sheet and have had the details of the study explained to me. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I agree/do not agree to the interview being sound recorded. *(if applicable include this statement)*

I agree/do not agree to the interview being image recorded. *(if applicable include this statement)*

I wish/do not wish to have my recordings returned to me. *(if applicable include this statement)*

I wish/do not wish to have data placed in an official archive. *(if applicable include this statement)*

I agree to participate in this study under the conditions set out in the Information Sheet.

Signature:

Date:

Full Name - printed

[Print on Massey University departmental letterhead]
[Logo, name and address of Department/School/Institute/Section]

Project Title

FOCUS GROUP PARTICIPANT CONSENT FORM

I have read the Information Sheet and have had the details of the study explained to me. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I understand that I have an obligation to respect the privacy of the other members of the group by not disclosing any personal information that they share during our discussion.

I understand that all information I give will be kept confidential to the extent permitted by law, and the names of all people in the study will be kept confidential by the researcher.

Note: There are limits on confidentiality as there are no formal sanctions on other group participants from disclosing your involvement, identity or what you say to others in the focus group. There are risks in taking part in focus group research and taking part assumes that you are willing to assume those risks.

I agree to participate in the focus group under the conditions set out in the Information Sheet.

Signature:

Date:

Full Name - printed