[Informed Consent Form for _________________________________]
Name the group of individuals for whom this consent is written.

[Name of Principle Investigator]
[Name of Organization]
[Name of Sponsor]
[Name of Project and Version]

This Informed Consent Form has two parts:
• Information Sheet (to share information about the study with you)
• Certificate of Consent (for signatures if you choose to participate)

You will be given a copy of the full Informed Consent Form

Part I: Information Sheet

Introduction
Briefly state who you are and that you are inviting them to participate in research which you are doing.

Purpose of the research
Explain the research question in lay terms which will clarify rather than confuse.

Type of Research Intervention
Briefly state the type of intervention that will be undertaken.

Participant Selection
Indicate why you have chosen this person to participate in this research.

Voluntary Participation
Indicate clearly that they can choose to participate or not. State, only if it is applicable, that they will still receive all the services they usually do if they choose not to participate.

Procedures
A. Provide a brief introduction to the format of the research study.
Explain the type of questions that the participants are likely to be asked in the focus group, the interviews, or the survey. If the research involves questions or discussion which may be sensitive or potentially cause embarrassment, inform the participant of this.

Example 1 (For focus group discussions)
Example 2 (for interviews)
Example 3 (for questionnaire surveys)

Risks and Discomforts
Explain and describe any risks or discomforts that you anticipate or that are possible.

Example

Benefits
Benefits may be divided into benefits to the individual, benefits to the community in which the individual resides, and benefits to society as a whole as a result of finding an answer to the research question.

Explanation
Example

Incentives
State clearly what you will provide the participants with as a result of their participation.

Explanation
Example

Confidentiality
Explain how the research team will maintain the confidentiality of data with respect to both information about the participant and information that the participant shares. Outline any limits to confidentiality.

Explanation
Example

The following applies to focus groups:
Focus groups provide a particular challenge to confidentiality because once something is said in the group it becomes common knowledge.

Explanation
Example

Sharing the Results
Your plan for sharing the findings with the participants should be provided.

Explanation
Example

Right to Refuse or Withdraw
This is a reconfirmation that participation is voluntary and includes the right to withdraw. Tailor this section to ensure that it fits for the group for whom you are seeking consent. The example used here is for a community social worker.

Example

Who to Contact
Provide the name and contact information of someone who is involved, informed and accessible - a local person who can actually be contacted. State also that the proposal has been approved and how.

Example
Part II: Certificate of Consent
This section should be written in the first person. It should include a few brief statements about the research and be followed by a statement similar the one in bold below.

I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions I have been asked have been answered to my satisfaction. I consent voluntarily to be a participant in this study and understand that I have the right to withdraw from the [discussion/interview] at any time without in any way affecting my medical care.

Print name of participant __________________________
Signature of participant__________________________
Date__________________  
Day/month/year

If illiterate
A literate witness must sign (if possible, this person should be selected by the participant and should have no connection to the research team). Participants who are illiterate should include their thumb print as well.

I have witnessed the accurate reading of the consent form to the potential participant, and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Print name of witness_____________________
Signature of witness_____________________
Date ______________________
Day/month/year

AND

Thumb print of participant

I have accurately read or witnessed the accurate reading of the consent form to the potential participant, and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Print name of researcher ____________________
Signature of researcher_______________________
Date ______________________
Day/month/year

A copy of this Informed Consent Form has been provided to the participant _____ (initialed by the researcher)