# **Template: Informed Consent Checklist**

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| --- | --- |
| Project Title: |  |
| Principal Researcher: |  |
| Research Activity: |  |

Complete the following table to ensure that you have covered the necessary information in your participant information sheet or verbal script for consent. Use the ‘Details’ column to provide any useful details or clarifications.

| Information | Yes/No | Details (e.g. limits to consent) |
| --- | --- | --- |
| 1. Consent has been sought for the specific project and/or for broader or longer-term purposes, as indicated in the following three rows [(a) ‘Specific’; (b) ‘Extended’; or (c) ‘Unspecified’].   Note: ‘Extended’ or ‘unspecified’ consent may involve permission to store data/information collected within a database. The potential scope and implications of this storage and use should be outlined to participants and documented in project records.  Where there are changes to the terms originally agreed to, consent may need to be renegotiated or confirmed.  When data/information to be collected has historical, cultural or other long-term value, consent should be obtained for its ‘perpetual retention’. | | |
| * 1. ‘Specific’ – limited to the specific project being conducted. |  |  |
| * 1. ‘Extended’ – used in future projects that are extension of, closely related to, or in the same general area of research as the original project. |  |  |
| * 1. ‘Unspecified’ – for use in any future research. |  |  |
| 1. Participants understand how they can indicate their consent or what will be interpreted as their consent to participate.   *E.g., for ‘opt-out’ consent, staying in the room will be taken as consent to participate.* |  |  |
| 1. Participants understand who is conducting the research, who is funding it, and any other relevant stakeholders. |  |  |
| 1. Participants understand what participation will involve (i.e. methods, nature of data/information, time and other burdens to participants). |  |  |
| 1. Participants understand the anticipated benefits of the research (for the participant and/or the wider community). |  |  |
| 1. Participants understand the potential risks of participation (e.g. inconvenience, discomfort, harms). |  |  |
| 1. Participants have been provided information about the pathways to support if they do experience adverse effects from participation, as indicated in the following two rows [options (a) and (b)]. | | |
| * 1. Where appropriate, a list of support services and their contact details has been provided, or how to access direct support available from your organisation has been explained to the participant. |  |  |
| * 1. The process for reporting and handling complaints has been communicated to participants. |  |  |
| 1. Participants understand how their privacy and confidentiality will be protected, as indicated in the following two rows [options (a) and (b)]. | | |
| * 1. Participants have been advised about how information will be stored securely, how it will be analysed and/or shared. |  |  |
| * 1. Participants have been provided access to your privacy policy (e.g., via a link to the relevant webpage). |  |  |
| 1. Participants understand any limits to confidentiality, for example, under what circumstances information shared may be required to be reported to relevant authorities under law. |  |  |
| 1. Participants understand if any reimbursement is available for participation (e.g., for travel or parking costs, or for time involved).   NB: It is generally appropriate to reimburse participants for their costs in taking part in the research (e.g., travel or parking) or their time involved. This is not considered coercion and should be outlined within the informed consent process. However, such arrangements should consider customs and practices of the community or organisation involved.  Payment disproportionate to the time or other inducement that may encourage participants to take risk of harm in order to receive incentives is considered ethically unacceptable. |  |  |
| 1. Participants understand that participation is voluntary, and there will be no disadvantage to them if they decline participation. |  |  |
| 1. Participants understand how and when they may decline participation or withdraw from participating.   This may include, e.g., selecting ‘Prefer not to say’ response option in survey, exit the survey/finish the interview/leave the focus group at any time), any implications of withdrawing, and any limits to withdrawing (e.g., if the participant is unable to withdraw their information after the survey is submitted if it’s an anonymous survey, or after the focus group data has been de-identified and analysed). |  |  |
| 1. Participants understand what will be done with the findings of the research.   This should include who it will be shared with and how (e.g., shared with project partners, funder, published on the website). |  |  |
| 1. Participants understand how they may access further information about the research prior to agreeing to participation, provide feedback or complaints, and/or find out about the findings of the research.   E.g., via provision of a project email address, or a contact person’s phone number or email address. |  |  |