

CONSENT FORM GUIDELINES

- Letterhead:** Consent Form should be on the full letterhead of the organisation conducting the research.
- Project Title:** Insert the title of the project (using bold type).
- Statement:** **“THIS MEANS YOU CAN SAY NO”**
(Mandatory statement at top of page just below the title and the words “Consent Form”)
- Content:** Do not repeat everything that was in the Information Sheet. The consent form may refer to the information sheet, and use terms such as I understand and I acknowledge. Dot points may be used to list the primary items that are being consented to.
- Tick Boxes:** YES/NO Tick boxes should only be used if there are items that are optional to participation. That is, if there is something that participants can say no to but can still participate in the rest of the study e.g. audio recording.
- Please do not use colours such as red and blue to subconsciously coerce the participant to tick yes rather than no.
- Future Use:** If it is intended to keep samples or data for future use beyond the specific use described in the application and approved protocol, this should be clearly stated in the Information Sheet and Consent Form. This can be listed as an optional Yes/No item. Future use should be specified as much as possible and it should also be stated in the information Sheet and Consent Form that any future use will be subject to further ethics review and approval.
- Signatures:** Include space for participant, witness AND interpreter to write their name, signature and date.