The purpose of the consent form is both to make sure that a participant has understood the main points about taking part in the research and for there to be a record of their consent. The form should be written in language that is [easy to understand](https://researchsupport.admin.ox.ac.uk/files/writingforparticipantspdf). The participant should be given a copy of the completed form and the researcher should retain the signed original.

The following template may be adapted to make it applicable to the research project, e.g. by adding or removing sections. It may be clearer to use separate sections to ask for consent for data that might have different disclosure risks, e.g. [special category data](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#S), anonymised interview transcripts, audio recordings, videos, [photographs](https://compliance.admin.ox.ac.uk/photography-and-gdpr-toolkit), direct quotations, archiving and reuse of the data. It should be made clear to the participants which statements are optional. Remember to delete the advisory text and update the details in the footer to be specific to the research.

**Consent to take part in [Study title]**

Central University Research Ethics Committee (CUREC) reference: **xxxxx**

Purpose of Study: Insert a sentence to summarise the study

|  |  |
| --- | --- |
|  | **Please initial each box if you agree with the statement** |
| I confirm that I have read and understand the information sheet version \_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_ for the above research. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily. | |  | | --- | |  | |
| I understand that my participation is voluntary and that I am free to withdraw at any point [until **dd/mmm/yy**], without giving any reason. | |  | | --- | |  | |
| I understand who will have access to personal data provided, how the data will be stored and what will happen to the data at the end of the project. | |  | | --- | |  | |
| I understand [that I will (not) be/ the extent to which I could be] identifiable from any publications or [list other research outputs here, e.g., reports for specific organisations, presentations, videos, websites]. | |  | | --- | |  | |
| [If applicable] [**Optional**:] I consent to being [audio/ video] recorded. | |  | | --- | |  | |
| [If applicable] [**Optional**:] I consent to having my photo taken. | |  | | --- | |  | |
| [If applicable, only include this if these will be used in the research outputs] I understand how [audio recordings/ videos/ photos] will be used in research outputs. | |  | | --- | |  | |
| [If applicable] Use of quotations: Please indicate your preference (select *one* option):   1. I do not wish to be quoted. **or** 2. I agree to the use of quotations in research outputs if I am not identifiable. **or** 3. [If appropriate] I agree to the use of direct quotations, attributed to my name, in research outputs. | |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| [If applicable] I give permission for you to contact me again to clarify information. | |  | | --- | |  | |
| I understand how to raise a concern or make a complaint. | |  | | --- | |  | |
| I agree to take part.[[1]](#footnote-1) | |  | | --- | |  | |
| [If applicable] **Optional**: I agree that my personal contact details can be retained in a secure database so that the researchers can contact me about future studies. | |  | | --- | | YES / NO | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dd / mm / yyyy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of participant Date Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dd / mm / yyyy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person taking Date[[2]](#footnote-2) Signature   
consent

1. In certain projects researchers may want to add an additional statement: [I hereby assign to the researcher all copyright in my contribution for use in all work stemming from this project and future projects.] [↑](#footnote-ref-1)
2. To be signed and dated in the presence of the participant. Once this has been signed by both parties the participant should receive a copy of the signed and dated participant consent form. The original signed and dated consent form should be kept with the project’s main documents, which must be kept in a secure location. [↑](#footnote-ref-2)