**UNDERSTANDING ETHICS PROCEDURES**

**Participant Consent Form**

Highlighted [areas] of this template must be adapted to suit the needs of your particular study. Edited versions of this template must be approved by your Tutor in the first instance. You may wish to consider using several versions of the Participant Consent Form if you are conducting different types of research.

This document should be dated and given a version number so that when amendments are made, it is clear which is the correct and most recent version. Please also ensure that footnotes in this document are referred to and removed after completion. A copy of this document should be given to and retained by the participant. For resubmitted versions please ensure that you track all changes to clearly identify any amendments to your Tutor during the review process.

**Title of Research Project:** [Add title]

**Researcher Name:** [Add Researcher Name]

**Researcher Student Number:** [Add Academic Student Number]

This agreement is made in regard to the [e.g. recorded interview(s) etc.] which took place on [date].

Please tick and initial all boxes if you have read and understood the following:

|  |
| --- |
| I confirm that I have read and understood the Participant Information Sheet [reference number] for the study above. I have had the opportunity to consider the information, ask questions and these have been answered satisfactorily. |[ ]
| Please select the statement that applies to your study. Once selected, delete the other option, as well as this instruction. Please note that wherever possible, in the interest of data protection, data should be anonymised.[I agree to my data being anonymised and stored securely] / [I agree for my name/image to be included in this study] |[ ]
| I understand that my participation is voluntary. I also understand I am free to withdraw at any time – without giving any reason and without there being any negative consequences. I can decline to answer any particular question, or questions. |[ ]
| I agree that [non-identifiable quotations/data] may be [published in articles/used in conference presentation/included in a performance/written up as a dissertation/thesis] |[ ]
| [I give permission to the interview being digitally audio/video recorded] |[ ]
| [I give permission for the researcher to take notes during the study] |[ ]
| I understand that the National Design Academy has reviewed and approved this study. |[ ]
| I understand that the data collected during the study has been inspected by a tutor from the National Design Academy. I give permission for the tutor to have access to my data. |[ ]
| I also acknowledge that if I am being interviewed with [audio/video recording], this data may be transcribed by a third party, authorised by the National Design Academy to undertake such duty. |[ ]
| I agree to take part in the above research project |[ ]
| I agree to be contacted by the researcher named above |[ ]
|  |  |
| **Print name of participant** |  |
| **Participant Email Address** |  |
| **Participant Signature** |  |
| **Date** |  |
|  |  |
| **Note:** A copy of this document must be retained by both the participant and the researcher. |  |
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