

TRINITY COLLEGE DUBLIN
SCHOOL OF LINGUISTIC SPEECH AND COMMUNICATION SCIENCES
RESEARCH ETHICS APPLICATION FORM

Template – Informed Consent Form
[PLEASE ENSURE THE INFORMATION IMMEDIATELY BELOW
REGARDING THE TEMPLATE’S DESIGN IS DELETED BEFORE USE]

Individual projects vary so much that it is impossible to provide a simple template that would be suitable for providing participants with information and obtaining their consent in all cases. The template for the **Informed Consent Form** provided below, therefore, **must be adapted for each research project**. All the key elements – description of what the participant will be required to do, listing of risks and discomforts, right to withdraw, listing of benefits, procedures regarding confidentiality – should be included in the final form however much the basic material is adapted.

The language used in the form, and the formatting, should be modified to suit the participants whose consent is being sought. For example, each item of information should be expressed in a very simple, less detailed form for children. For obvious reasons, consent from parents for children to participate will be expressed in yet other terms. **The formatting of this form may be adapted freely**, as long as it is provided in an accessible and clear font.

Please note that **two** copies of the informed consent form should be provided: one signed copy to be **returned** to the researcher(s), one copy to be **retained** by the participant. The consent form acts as a form of ‘contract’ between researcher and participants, and enables participants to keep a personal record of what they have signed up to do.

Please note that **anonymous** questionnaires do not require a consent form. Completion of the questionnaire by respondents denotes consent.

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Consent Form

[Insert title of the project, names and degrees of Principal Investigator and other researchers, School/discipline. Where relevant, give the name of academic supervisor/course instructor.]

I am invited to participate in this research project which is being carried out by *[repeat names only from above]*. My participation is voluntary. Even if I agree to participate now, I can withdraw at any time without any consequences of any kind.

The study is designed to investigate *[state purpose of study]*

If I agree to participate, this will involve me *[describe procedures simply, avoiding jargon – e.g. read lists of words, then try to recall as many as you can later. Specify where participant will be located and how much time/how many visits are involved]*

[List any risks, discomfort that might be involved and how you will minimize them (in so far as you believe that is possible)]

[Describe any benefits to the participant which may result from the research itself or from his/her participation. Otherwise say: I will not benefit directly from participating in this research].

This research may benefit *[discipline or research area. Mention benefit expected.]*

Any information or data which is obtained from me during this research which can be identified with me will be treated confidentially. This will be done by *[explain in simple terms any coding procedures or other actions which will protect the data]*. The data will be kept *[specify location and who has access to it]*.

[In the case of audio/video-recordings of the participant, make the following points as appropriate:] Portions of the recording may be played in linguistics classes or during conference presentations, or written transcriptions may be made for teaching purposes or for linguistic analysis. Data from this research project may be published in future. The original recording and all copies will be available only to the present investigators *[list names if different to project team named above]* *[or to investigators in other academic institutions engaged in similar work]*.

Materials that are sensitive will be kept in a secure location in the School which will be locked when the researchers are not present. If copies are made available to researchers elsewhere, similar conditions regarding the storage and use of recordings will apply.

If I have any questions about this research I can ask *[name(s) of researcher(s) and contact numbers]*. I am also free, however, to contact any of the other people involved in the research to seek further clarification and information *[list names and*

contact numbers for other researchers involved, or for academic supervisor, course or module instructor etc as appropriate in the case of projects being carried out by students]. [If just researcher and academic supervisor, remove mention above of 'any of the other people'.]

Signature of research participant

I understand what is involved in this research and I agree to participate in the study.

[I have been given a copy of the Participant Information Leaflet and a copy of this consent form to keep.]

Signature of participant

Date

Signature of researcher

I believe the participant is giving informed consent to participate in this study.

Signature of researcher

Date