

Gatekeeper / Agency Information sheet and Consent form

Generally speaking you can provide a combined information sheet and consent form for gatekeepers / agencies.

The following is a suggested template for a Gatekeeper or Agency information sheet / consent form. You should adjust and populate the template to suit your project.

If the role of the gatekeeper or agency is more involved the information sheet and consent form will need to reflect this.

The information sheet and consent form for gatekeepers / agencies can take the form of a letter if that is more convenient. In the case of staff and PhD projects this letter should be on headed paper from the most relevant organisation.

This template is designed primarily for those doing qualitative interviews with adults from non-vulnerable populations and dealing with non-sensitive topics.

TEMPLATE

[TITLE OF THE STUDY]: *The title should be clear, self-explanatory and consistent across all documents referring to the study.*

I would like to invite you to assist me in conducting a research study. Before you decide you need to understand why the research is being done and what it would involve for you and for the participants. Please take time to read the following information carefully. Ask questions if anything you read is not clear or if you would like more information. Take time to decide whether or not to facilitate this research.

WHO I AM AND WHAT THIS STUDY IS ABOUT

Explain who you are and why you are doing this study. Explain the overall aim of the study. When describing the study take care to be as neutral as possible and avoid suggesting any bias about what you expect the outcomes from the research to be. If the research is being undertaken as part of a course of study state what qualification will result from the process.

WHAT I NEED YOUR ASSISTANCE WITH

Explain exactly what it is you want the gatekeeper to do: how many participants? How will they be selected? Inclusion and exclusion criteria. Who will have access to database information? Clarify that the gatekeeper role is simply one of distributing information and that interested participants should contact the researcher directly, not the gatekeeper. Also clarify any other role you expect the gatekeeper to have e.g. distributing information sheets.

WHAT TAKING PART IN THE RESEARCH WILL INVOLVE?

Explain what taking part in the research will involve including a list of topics that you will discuss with research participants and the expected duration of participation. Clarify that participation is voluntary and outline any possible risks and benefits to taking part.

WHO WILL HAVE ACCESS TO DATA FROM RESEARCH?

Explain the steps you are taking to ensure that participants' data will be confidential and anonymous and clarify that no one but yourself (and your academic supervisor) will have access to the data. Also outline the circumstances in which you will be obliged to break confidentiality and the courses of action you might take in such circumstances.

WHAT WILL HAPPEN TO THE RESULTS OF THE STUDY?

Outline fully and realistically your plans for the dissemination of the final research product including conferences, publications and teaching use. If your plans for the research only consist in submitting your dissertation then simply state this.

WHO SHOULD YOU CONTACT FOR FURTHER INFORMATION?

Provide the name, affiliation and contact details of all researchers involved as well as supervisor details where relevant.

[THANK YOU]

Consent to facilitate research

- I..... voluntarily agree to help facilitate this research study.
- I understand that even if I agree to help now, I can withdraw at any time without any consequences of any kind.
- I have had the purpose and nature of the study explained to me in writing and I have had the opportunity to ask questions about the study.
- I understand that I will assist...*[Outline briefly in simple terms what roles you expect the gate keeper to perform]*.
- I understand that all data collected in this study is confidential and anonymous.
- I understand that I am free to contact any of the people involved in the research to seek further clarification and information.

Names, degrees, affiliations and contact details of researchers (and academic supervisors when relevant).

Signature of gate keeper

Signature of gate keeper

Date

Signature of researcher

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

Signature of researcher

Date