

## How to Write a Consent Form: Guidelines and Examples

These guidelines have been prepared in accordance with the *National Statement on Ethical Conduct in Human Research (2023)* available at <https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023>

### Establishing Consent

Participants in research must clearly consent to being involved in a study. The most suitable way for participants to demonstrate their consent will vary according to the nature of the research and the kind and level of risk involved. Whatever method is chosen, research should be designed so that each participant's voluntary participation is clearly established. Different methods include return of a signed form, returning an anonymous survey (providing tacit consent), and audio recording of verbal consent. Other means may be appropriate, depending on the nature of the research.

### Changing the Project

Where the research process is dynamic and continuous, consent may need to be renegotiated or confirmed, especially in the case of complex, long-running projects or with participants who are vulnerable. Research participants should be told if there are changes to the terms to which they originally agree, and given the opportunity to continue their participation or withdraw.

### Writing a Consent Form

The form should be written at the level of comprehension of the reader. Write in the first person ie 'I have read the Participant Information Sheet and I have had the opportunity to ask the researcher any questions.'

A Consent Form is read by the participant, signed and handed back to the researcher and should include the following features:

Generally, please check that:	
<input type="checkbox"/> The Consent Form is presented on the appropriate <b>letterhead</b>	UOW requirement
<input type="checkbox"/> The Consent Form has a <b>version number</b> and <b>date</b> in the footer	UOW requirement
<input type="checkbox"/> A version of the Consent Form has been provided for each <b>participant group</b> (e.g. participants, parent/caregiver, child, other)	2.2.3
<input type="checkbox"/> The <b>title, language and format</b> used is appropriate and understandable for the particular target group (being mindful of the jargon or discipline-specific terms that may be difficult for a lay person to understand)	2.2.3 and 5.2.17
Specifically, the Consent Form should include:	
<input type="checkbox"/> Confirmation that the participant has <b>read</b> the Participant Information Sheet, has <b>been given</b> (or has access to) <b>a copy</b> and had the <b>opportunity to ask questions</b>	2.2.1
<input type="checkbox"/> A statement of what the participant is <b>agreeing to do</b> (Note: if there are multiple stages and participation necessarily involves completing all of them, they should be presented as dot points. If there are	2.2.1 and 2.2.2

multiple stages and participants can participate in some but not all of them, they should be presented as checkboxes that participants can tick. This includes options of being audio and video recorded, and being identified or being anonymous.)	
<input type="checkbox"/> A statement of the <b>major risks</b> involved for participants	2.2.2
<input type="checkbox"/> A clear description of the type of consent being sought: <ul style="list-style-type: none"> <li>- <b>specific</b> (for the use of participant data in this project only); or</li> <li>- <b>extended</b> (for the use of participant data in future research related to this study); or</li> <li>- <b>unspecified</b> (for the use of participant data in any future research).</li> </ul> Please note, a checkbox should be included to opt in to extended or unspecified use of data.	2.2.14

**Examples Below (please scroll down to next page)**

- Example of General Consent Form
- Example of Consent Form for University Students
- Example of Consent Form for Children

**CONSENT FORM FOR (INSERT NAME OF PARTICIPANT GROUP)**

**RESEARCH TITLE:**

**RESEARCHER/S:**

I have been given information about *research title* and had an opportunity to ask *researcher's name* any questions I may have about the research and my participation.

If I have any enquiries about the research, I can contact (*insert names of researcher and supervisor (if student researcher) and their contact phone numbers*) or

By signing below I am indicating my consent to (please tick):

- Brief account of how the research involves the participant e.g. take part in an interview/focus group
- etc
- 

I understand:

- that participation involves the risk of ...
- that the data collected from my participation will be used for *purpose (eg thesis, journal publication, placed in a databank to be used ....)*, and I consent for it to be used in that manner.
- that if I have any concerns or complaints regarding the way the research is or has been conducted, I can contact the University of Wollongong Ethics Officer at +61 2 4239 2191 or email [uow-humanethics@uow.edu.au](mailto:uow-humanethics@uow.edu.au)

Signed

Date

.....

...../...../.....

Name (please print)

.....

### CONSENT FORM FOR UNIVERSITY STUDENTS

**Research Title:** Promoting reflective thinking in a distance education health services management subject: A case study

**Researcher:** John Peters

I have been given information about “*Promoting reflective thinking in a distance education health services management subject: A case study*”. I have discussed this research project with John Peters, the subject coordinator of HSM603 Perspectives on Health Care Systems offered by Wollongong University. This is part of a PhD degree supervised by Dr George Rolls from the School of Education at the University of Wollongong.

I understand that, if I consent to participate in this project, I will be asked to allow copies of my print and electronic communications in HSM403 Perspectives on Health Care Systems, including my reflective journal and forum contributions, to be used in the study. I also consent to participate in a survey and interview to be conducted by a research assistant after the academic session has concluded. I understand that my contribution will be confidential and that there will be no personal identification in the data that I agree to allow to be used in the study. I understand that there are no potential risks or burdens associated with this study.

I have agreed to provide an electronic copy of my reflective journal for retention for the purposes of the study, which will be stripped of personal identifiers and coded by the research assistant prior to any analysis. I have had an opportunity to ask John Peters any questions I may have about the research and my participation. I understand that my participation in this research is voluntary, I have been invited to participate and I am free to withdraw from the research at any time. My non-participation or withdrawal of consent will not affect my relationship with the School of Education at the University of Wollongong in my course/program of study in health services management.

If I have any enquires about the research, I can contact John Peters (02 4238 4756 and/or Dr George Rolls 4221 4450. If I have any concerns or complaints regarding the way the research is or has been conducted, I can contact the University of Wollongong Human Research Ethics Officer on 02 4239 2191 or email [uow-humanethics@uow.edu.au](mailto:uow-humanethics@uow.edu.au)

By signing below, I am indicating my consent to participate in the research. I understand that the data collected from my participation will be used primarily for a PhD thesis, and will also be used in summary form for journal publication, and I consent for it to be used in that manner.

Signed

Date

.....

...../...../.....

Name (please print)

.....

## CONSENT FORM FOR CHILDREN

**Research Title:** The use of “Computer Animation” as a teaching strategy to assist primary school children in their understanding of fractions.

### Researcher’s Name:

I have read the participation information sheet and have had the opportunity to ask the researcher any further questions I may have had. I understand that my participation in this research is voluntary and I may withdraw at any time from the study without affecting my treatment at school in any way.

I understand that the risks to me are minimal in this study. I have read the information sheet and asked any questions I may have about the risks. I understand that I will be involved in three individual, 30 minute audio recorded interviews and that photographs will be taken of my work. My name will not be used to identify my comments or work in the study.

If I have any concerns or complaints regarding the way the research is or has been conducted, I can contact the University of Wollongong Human Research Ethics Officer on 02 4239 2191 or email [uow-humanethics@uow.edu.au](mailto:uow-humanethics@uow.edu.au)

By signing below, I am consenting to (please tick):

- Participating in a series of lessons using computer animation in my classroom with my teacher.
- Having three audio recorded interviews for 30 minutes each with the researcher asking me about my work and learning experiences.
- Having copies and photos of my work taken for work samples demonstrating the use of ‘computer animation’ to teach a Mathematics concept. (The photographs will only be of my work and not of me.)

I understand that information from me will be used for a thesis and possibly other published studies, and I consent for it to be used in this manner.

I give permission for my child \_\_\_\_\_ to participate in this research.  
(child’s name)

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Child’s signature \_\_\_\_\_