



The sample consent forms that are contained below are provided as guidelines to people creating their own forms.

Date

Dear Teacher,

I am writing to ask for your help with a _____ study that investigates _____. The research project involves learning more about _____. I hope that the findings of the study will inform _____ about _____.

There are three parts to the study: (i) a questionnaire (ii) an interview based on the questionnaire and (iii) videotaping of _____. The questionnaire has two parts. In the first, I ask you to respond to questions about _____. The second part asks some general questions about your background and teaching. In total it takes between ____ and ____ minutes to complete the questionnaire. You are under no obligation to complete the questionnaire, or to answer all questions presented in it. If you come to a question you do not wish to answer, simply skip it.

When you have completed the questionnaire, I would like to interview you about some of the answers that you gave to the questions. In particular, I would like to ask you why you chose particular answers and why you did not pick alternative answers. This will help me to determine if the questions are written as clearly as possible and if the answers are reasonable and precise. The interview would last for 60 minutes or less and it would be recorded on audiotape.

The third phase of the study involves videotaping you _____. I would like to use the videotapes of the lessons to study _____. The videotapes would be very helpful for studying _____. In particular I would like to be able to use the videotapes in the following ways:

- (a) To investigate the relationship between _____ and _____.
- (b) To study other aspects of _____ that arise when viewing the videotapes.
- (c) To show members of a research team at _____. This research group studies _____.
- (d) To investigate teaching issues in preservice and inservice courses for teachers. I would like permission to be able to use the tapes as teaching tools in these courses. Neither your name nor your geographic location will be revealed in the classes.
- (e) To present at conferences to prompt discussion about teaching and learning. It would be helpful to me to provide examples of teaching to audiences at conferences such as those organised by _____. Neither your name nor your geographic location will be revealed at these conferences.

I hope you will be willing to participate because your responses are important and a valued part of the study. Your participation will remain strictly confidential. Your name will not be attached to any of the data you provide. You are welcome to discontinue participation in the study at any time, should you wish to do so. The risks of participation in the study are very low and of a social or reputational nature. There is a chance, for example, that someone who views the video may recognise you. However, the video will be kept in a secure location without your name on it and the intended audiences for viewing the tapes are those who are learning about or interested in

the teaching of _____. The videotapes will benefit future learners and teachers of _____. There are no risks or direct benefits in completing the questionnaire or participating in the cognitive interview. You will be asked to sign forms (below) indicating agreement to participate in the different parts of the study.

If you agree to participate please contact me in one of the following ways: _____. If you are willing to participate, it would help me greatly to know this as soon as possible so that your participation can begin as soon as possible.

Your participation in this project is sincerely appreciated. I understand that your time is valuable and as a token of appreciation all teachers who participate in all parts of the study will receive _____.

Thank you for volunteering to participate in this research. Should you have questions regarding your participation, please contact _____. You may also contact my advisor for the project, _____. *This study has been considered from an ethical perspective by the Marino ethics in research committee. Should you have any questions or concerns about the ethical approval or conduct of this study, please contact MERC@mie.ie*

Yours faithfully,

You will be given a copy of this information to keep for your records.

Statement of Consent:

Please read the questions below and indicate whether or not you would be willing to participate in the study as described.

Do you consent to participate in the study by completing the questionnaire described above? Yes No

Do you consent to be interviewed based on your questionnaire answers and to have the interview audiotaped? Yes No

Do you consent to have _____ videotaped in your classroom for the purposes of _____? Yes No

May I use the videotapes to study other aspects of _____ teaching that arise when viewing them? Yes No

May I use the videotapes to show them to other members of the research team at _____? Yes No

May I use the videotapes in preservice and inservice teacher education courses to Yes No

investigate teaching issues?

May I use the tapes to present at conferences to prompt discussion?

Yes No

Signature: _____

Date: _____

Signature of Investigator: _____

Date: _____

SAMPLE

March 2007

Dear Parent/Guardian,

Your child's teacher has agreed to participate in a research study about _____. The study looks at _____. As part of their participation in the study, your child's teacher will be videotaped teaching _____ to your child's class. I am requesting your consent to allow your child to be videotaped as part of this project.

If you decide not to allow your child to be videotaped, he or she will still participate in the classroom lesson, but will simply be asked to sit outside the range of the video camera.

If you agree to allow your child to be videotaped, your child's identity will remain completely confidential. His or her name will not be attached to any information I collect nor will these videotapes be used by anyone other than qualified researchers working on this study.

For more information about the study please contact _____. Should you have questions regarding your child's participation in the research you may also contact my advisor for the project, Professor Deborah Ball of the University of Michigan (deborahball@umich.edu). *This study has been considered from an ethical perspective by the Marino ethics in research committee. Should you have any questions or concerns about the ethical approval or conduct of this study, please contact MERC@mie.ie*

Yours sincerely,

Seán Delaney

Please complete **one** of the two options below:

1. ___ I **do** consent to allow my child _____ to be videotaped.
(print child's name)
2. I do **not** wish my child _____ to be videotaped.
(Print child's name)

Parent/Guardian Signature: _____



DUBLIN CITY UNIVERSITY
Sample Template – Informed Consent Form (approx. 300 words)

An Informed Consent Form should contain the following information:

I. Research Study Title

Also identify the university department involved, the principal investigator and any other investigators

II. Clarification of the purpose of the research

III. Confirmation of particular requirements as highlighted in the Plain Language Statement

Requirements may include involvement in interviews, completion of questionnaire, audio/video-taping of events. Getting the participant to acknowledge requirements is preferable, e.g.

Participant – please complete the following (Circle Yes or No for each question)

- | | |
|---|--------|
| <i>Have you read or had read to you the Plain Language Statement</i> | Yes/No |
| <i>Do you understand the information provided?</i> | Yes/No |
| <i>Have you had an opportunity to ask questions and discuss this study?</i> | Yes/No |
| <i>Have you received satisfactory answers to all your questions?</i> | Yes/No |
| <i>Are you aware that your interview will be audiotaped?</i> | Yes/No |

IV. Confirmation that involvement in the Research Study is voluntary

State that participants may withdraw from the Research Study at any point. There will be no penalty for withdrawing before all stages of the Research Study have been completed.

V. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations

VI. Any other relevant information

For example:

- if the sample size is small, advice to participants that this may have implications for privacy/anonymity*

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this research project

Participants Signature: _____

Name in Block Capitals: _____

Witness:

Date:

SAMPLE

5 October 2012

Dear Student,

_____ is a new module in _____ and the lecturers on the course are studying the module carefully to ensure that it helps you in _____. We are also working to identify ways in which we can improve the module in the future. We study the module in various ways, by analysing course documentation, by studying _____, by reflecting on our own practice, by studying your feedback forms to each other, by seeking your feedback on the programme and by studying the feedback you receive after your end-of-module assessment.

We would like to share our research findings with researchers and teacher educators beyond _____. This would be done by giving a talk at a conference and/or by publishing an article in a journal. We would like you to consider allowing us to use some of the data we collect from you to present a paper based on it at a conference or in a journal.

Allowing us to include your data in our research is voluntary. It is our belief, however, that such research will contribute greatly to the understanding and improvement of this kind of module. Furthermore, in any publication about the research no names of students would be attached to any finding. In other words, this would all be done on an anonymous basis.

The records we would like to study and use are –

- Feedback forms _____
- Your responses to questionnaires about the module

If you consent to be included in research projects, the documents above will be studied to better understand how successful the module was. If you do not give your consent, your feedback forms (by you and about you) will not be included in the data set and your participation will not be studied. Because the evaluation forms will be anonymous, you will be required to tick a box on the form to indicate that you do not wish the form to be included in the research if that is the case.

If you require further information about these records and their use, or about any aspect of the proposed research, you may call _____.

Marino Institute of Education

1. Permission for your feedback data to be used in the research study

I have read the above letter about the _____ Study and I agree that feedback forms completed by me and about me may be used anonymously in the research described above.

___ YES

___ NO

2. Permission for _____ to be used in the research study

I have read the above letter about the _____ Study and I agree that _____ may be used anonymously in the research described above.

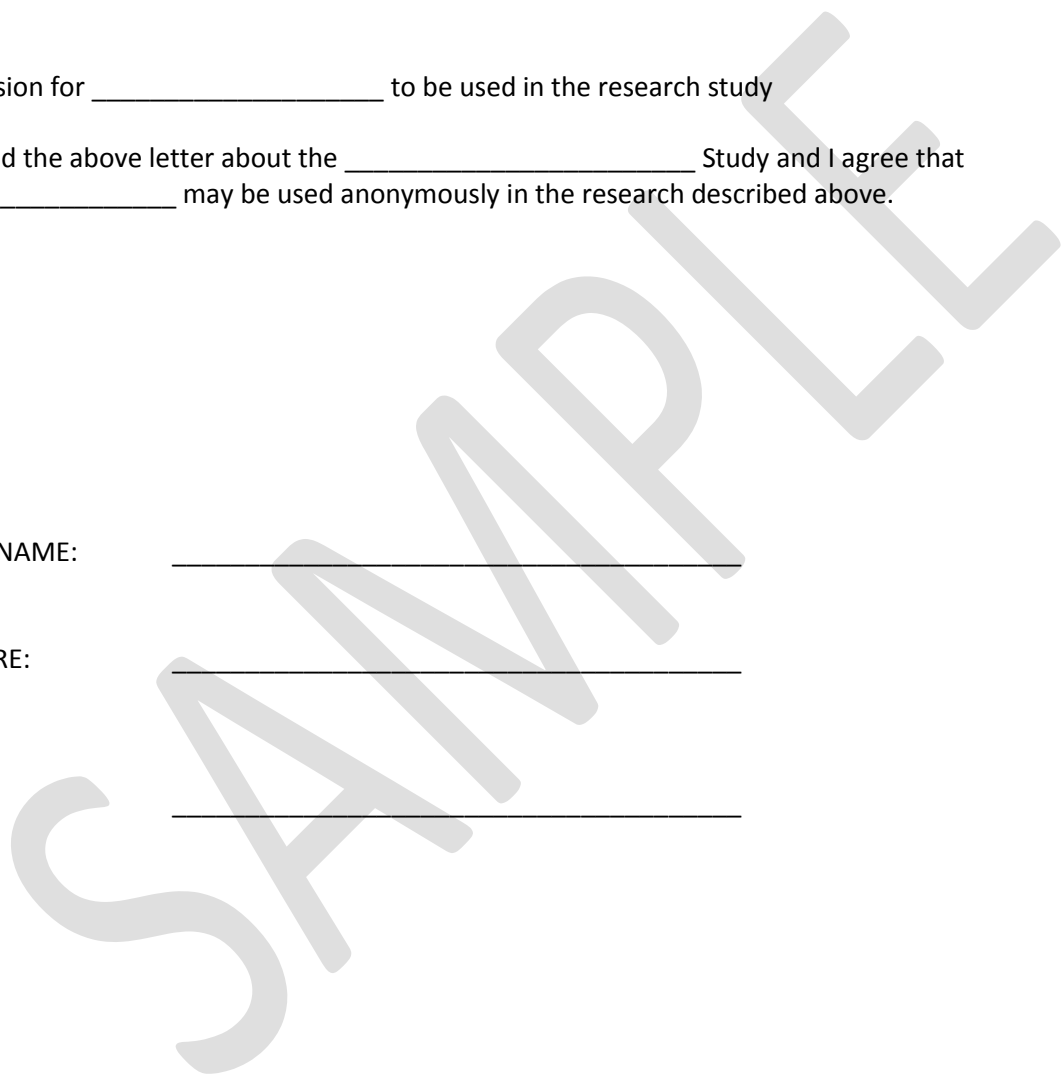
___ YES

___ NO

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____



CONSENT FORM: Students

Full Title of Project: _____

Name
 Address
 E-mail address
 Phone:

	Please Initial Box
I agree that I am over 18 years of age	
I confirm that I have read/verbally communicated and understand the information sheet for the above study and have had the opportunity to ask questions	
I understand that my participation is voluntary and that I am free to withdraw at any time, without giving a reason	
I agree to take part in the above study	

	Please Tick Box	
	Yes	No
I agree to the interview being audio recorded		
I wish to receive a copy of interview transcript for verification		
I agree to the use of anonymised quotes in publications		
I confirm that I would like to attend a debriefing session before the evaluation is finalised		

Name of Participant	Date	Signature
Name of Researcher	Date	Signature