**INFORMATION AND CONSENT FORM**

Target audience: adult volunteers

Anonymous data collection: no personal data are collected

Language: English

Text marked in orange provides explanation for the researcher and should be replaced or deleted in the document submitted to the participant.

Example texts are always preceded by "E.g.". These are for illustrative purposes only and may therefore be replaced, deleted or modified.

**SECTION 1 - INFORMATION LETTER FOR PARTICIPANTS IN RESEARCH**

Title of the study: [Enter the (simplified) title of the study here]

This is a study conducted by Ghent University in collaboration with <name external institution/company>. The responsible researchers are:

|  |  |
| --- | --- |
| NAME RESEARCHER  NAME RESEARCH GROUP  Ghent University  Email: <name>@ugent.be  Phone no.: <phone number> | NAME PROMOTOR  NAME RESEARCH GROUP  Ghent University  Email: <name>@ugent.be  Phone no.: <phone number> |

## Information about the study

[Briefly explain who you are. Invite the participants to participate in the research you are doing. Explain to them that they may take their time in deciding whether to participate. Also explain to them that if they do not understand words or concepts, you will explain and they may always ask additional questions].

E.g.

Dear,

You are invited to participate in a study of Ghent University. Please take the time to read this information letter carefully before you decide to participate in this study. Do not hesitate to ask questions to the researcher if there are any ambiguities or if you would like additional information. Make sure you understand everything. Once you have decided to participate in the study you will be asked to sign the consent form on the last page.

***What is the purpose of the research?***

[Give a brief description of the research and its objectives. When doing so, try to use language that is understandable for the target audience and avoid jargon].

***Ethical Approval***

[If applicable, state that this study was approved by an ethics committee. Clarify which ethics committee specifically is involved and when the study was approved by the ethics committee].

[Indicate codes of conduct, protocols under which this study may fall and to which researchers must adhere].

E.g. This study was approved by the Ethics Committee of the Faculty [name faculty] of Ghent University on February 1, 2021. Under no circumstances should you consider the approval by the Ethics Committee as an inducement to participate in this study.

The study is conducted according to the guidelines in the General Ethical Protocol of the Faculty [name faculty] (Ghent University)[[1]](#footnote-1). The researchers will conduct this study in accordance with accepted standards of scientific and ethical conduct. In doing so, they adhere to the principles of research integrity as described in "The European Code of Conduct for Research Integrity" (2017, revised edition, ALLEA)[[2]](#footnote-2) and adopt good research practices.

***Information on Privacy and Personal Data***

No personal data are collected in this study. All data collected are anonymous from the start. This means that neither we nor any other person can deduce your identity from the data collected or link this data to your identity.

1. **Information about participation**

***What does participating in this study entail?***

[Explain the practical course, expected duration, procedures used, and research intervention used].

[Explain how a participant can discontinue participation and the consequences of doing so].

[If a person participates in this study as part of an educational programme, and certain criteria are used to determine whether a study participation is 'completed' (e.g. min. 50% of a task must be completed), then you should explain these here. An 'early' discontinuation should not have a negative impact on the grading of the educational programme. This means that the participant must complete an alternative task or can participate in another study if the examiner considers it possible].

E.g. Participation in this study is completely voluntary and there can be no coercion in any way. You may refuse to participate in the study and you may withdraw from the study at any time without having to provide a reason. If you refuse to participate, or if you decide to withdraw from an ongoing study, this will in no way affect your continued relationship with the investigator, your evaluation and/or study supervision (if you are a student), or your treatment (if you have a therapeutic relationship with the investigator).

[Explain (the possibility of) feedback afterwards].

E.g. If you wish, you can get a summary of the research findings after the study is completed and the results are known. To get a summary, you can request it from the researcher you are in contact with.

***What are the risks and benefits of participating in this study?***

[Explain any risks to the participant as a result of his/her participation in this study. Describe the potential harm or adverse effects and then estimate the likelihood that this would occur. This could include physical risks, side effects, pain, long-term effects, emotional effects, effects on integrity, socioeconomic risks, ... . Also state if no risks or harms are expected].

E.g. There is no known ongoing risk associated with this study.

[Explain what benefits participating in the study will have for the participant, his/her family, knowledge within the field, society as a whole, as a result of his/her participation in this study. Also state if no benefits are expected].

***Is there any compensation or reward provided when participating in this study?***

[Discuss any rewards or allowances (e.g., travel expenses) and the conditions for receiving them].

***Reuse of data***

The research data collected here may also be useful in answering other research questions. Therefore, the possibility exists that the anonymous research data will be reused at a later date for other research. The reuse of the anonymous research data can be done both within the own research team, as well as by external researchers within and outside the European Union through a dedicated research data sharing platform.

**SECTION 2 – CONSENT FORM**

1. **Consent for participation in the research**

|  |  |  |
| --- | --- | --- |
| **Please check the appropriate box** | **yes** | **no** |
| I voluntarily participate in this scientific study and give permission to the researchers to process, store, analyze and report on my data. | o | o |
| I know that I may withdraw from the study at any time without giving a reason for this decision and without it affecting in any way my continued relationship with the researcher.  *[if applicable*] If I am participating in this study as part of my degree program, I understand that discontinuing my participation early will not negatively impact my evaluation and/or coursework.  *[if applicable]*  I understand that discontinuing my participation will not negatively impact my treatment or support. | o | o |
| I have read the information sheet and have received sufficient explanation of the nature, purpose, duration, and anticipated effects of the study. I was given the opportunity to ask questions and I received satisfactory answers to all my questions. | o | o |
| *[In case of a particular high risk]* I know that participating in this study may have as a possible consequence that ... | o | o |

|  |  |
| --- | --- |
| Name participant | Name researcher |
|  |  |
| Date: | Date: |
| Signature | Signature |

1. [link to ethical protocol of the faculty] [↑](#footnote-ref-1)
2. <https://allea.org/code-of-conduct/> [↑](#footnote-ref-2)