

## Requirements of the Consent Form

A statement of evidence of informed consent should contain the following information:

1. Clear identification of:
  - a. the University - the consent form is to be printed on University letterhead
  - b. the department or departments involved
  - c. the project title
  - d. the principal (and/or) other investigator(s);
2. A statement to the effect that the participant understands the nature of the project and what is expected of him or her, and his or her agreement to participate on that basis;
3. Acknowledgment by participants (where applicable) that they:
  - a. have read the written information about the project and have received a copy of that information;
  - b. have received an adequate explanation of all likely risks, effects, discomforts or inconvenience arising from participation in the project;
  - c. understand participation is voluntary and they have the right to withdraw from participation at any time and that they may withdraw any data they have supplied (up to the point of analysis/publication);
  - d. understand they will be video-taped, audio-taped, photographed ( if applicable )
  - e. are satisfied that the confidentiality of the information they have provided will be safeguarded subject to any legal limitations;
  - f. understand they will not be identified in any publication arising from the research; ( where participants elect to be identified, a tick-box could be included on the consent form to record this );
  - g. understand any special risks involved (e.g. mandatory reporting).
4. Signatures of participant and investigator. Where the participant is under the age of 18 years, and is participating on an individual basis, the parent or guardian should also sign a consent form. It may be appropriate for separate forms to be used for parents and children, alternatively both sign the same form. The signature of a third party witness may also be necessary (please refer to section 7 of the guidelines). Evidence of consent can also be recorded by way of signature of a third party who witnessed the informed consent process.

## Consent Form Checklist

Confirm that the Consent Form:	YES	NOT APPLICABLE
1. is printed on University of Melbourne letterhead	<input type="checkbox"/>	
2. includes the title of the project and names of researchers	<input type="checkbox"/>	
3. states that the project is for research purposes	<input type="checkbox"/>	
4. states that involvement in the project is voluntary and that participants are free to withdraw at any time, and free to withdraw any unprocessed identifiable data previously supplied	<input type="checkbox"/>	
5. states particular requirements of participants including, for example, whether interviews are to be audio and/or video-taped	<input type="checkbox"/>	<input type="checkbox"/>
6. includes arrangements to protect the confidentiality of data	<input type="checkbox"/>	
7. includes advice that there are legal limitations to data confidentiality (see below)**	<input type="checkbox"/>	
8. (if the sample size is small) addresses implications for protecting the identity of the participants	<input type="checkbox"/>	<input type="checkbox"/>
9. (once signed and returned) states it will be retained by the researcher	<input type="checkbox"/>	