State who you are, your role, and the purpose of the research. Give a brief description of the research.

Your involvement in this project will be [description of tasks and procedures, how data will be recorded and estimation of time required].

As a follow-up to this investigation, you will be asked to [description of any subsequent involvement].

In the performance of the tasks and application of the procedures there are risks of [description of any risks foreseen and add mitigation undertaken].

You may receive a copy of the project results by contacting the researcher at the conclusion of the project.

Participation is voluntary and you have the right to withdraw at any stage without penalty. If you withdraw, I will remove information relating to you [state at what point data removal becomes impossible].

The results of the project may be published, but you may be assured of the complete confidentiality of data gathered in this investigation: your identity will not be made public without your prior consent. To ensure anonymity and confidentiality, [Description of steps taken to ensure anonymity and confidentiality, if applicable. Explain who will have access to the data, how the data will be securely stored, who will have access, and that it will be destroyed after a stated period If data is to be stored indefinitely, include an appropriate statement]. A thesis is a public document and will be available through the UC Library.

The project is being carried out [as a requirement for course or degree (where relevant)] by [name of principal researcher] under the supervision of [name of supervisor (where relevant)], who can be contacted at [email address]. He/she/they will be pleased to discuss any concerns you may have about participation in the project.

This project has been reviewed and approved by the University of Canterbury Human Ethics Committee, and participants should address any complaints to The Chair, Human Ethics Committee, University of Canterbury, Private Bag 4800, Christchurch (human-ethics@canterbury.ac.nz).

If you agree to participate in the study, you are asked to complete the consent form and return [give instructions for return of consent form]

[Your name]
**Consent Form Template**

This template is the starting point for constructing a Consent Form. Researchers – please ensure due consideration is given before excluding any items from the template.

_______________________________________________

Department
Telephone: +64 3 [Your phone number]
Email: [Your email address]

[Title of Your Project]

Consent Form for [state who it is for, if applicable]

*Include a statement regarding each of the following:*

I have been given a full explanation of this project and have had the opportunity to ask questions.

I understand what is required of me if I agree to take part in the research.

I understand that participation is voluntary and I may withdraw at any time without penalty. Withdrawal of participation will also include the withdrawal of any information I have provided should this remain practically achievable.

I understand that any information or opinions I provide will be kept confidential to the researcher [state who else may have access to the data, if appropriate] and that any published or reported results will not identify the participants [or their institution, etc, if appropriate]. I understand that a thesis is a public document and will be available through the UC Library [delete if necessary].

I understand that all data collected for the study will be kept in locked and secure facilities and/or in password protected electronic form and will be destroyed after [five/ten] years. [include an additional statement if the data is to be stored indefinitely].

I understand the risks associated with taking part and how they will be managed.

I understand that I am able to receive a report on the findings of the study by contacting the researcher at the conclusion of the project.

I understand that I can contact the researcher [researcher name and contact details] or supervisor [supervisor name and contact details] for further information. If I have any complaints, I can contact the Chair of the University of Canterbury Human Ethics Committee, Private Bag 4800, Christchurch (human-ethics@canterbury.ac.nz)

By signing below, I agree to participate in this research project.

*Provide a space for the participants name, date and signature.*

*Indicate where, how and by when participants should return the consent form.*

[Your name]