

## Consent Form – [insert project name]

Thank you for participating in [insert organisation name] [insert project name]. This form sets out the aims and purpose of the project and our approach to informed consent to use the information you provide in the interview.

### About the project

This project aims to [provide details of the aims and purpose. You might also include what you are not seeking to find out.]

The findings of the project will [what do you intend to use the information for? How might the information be used? Who else might benefit from the information?]

### How we will use your information

[Organisation name] is committed to informed consent across all of its research activities. With your consent, we may wish to use the information you provide during the interview to:

- set out a high-level overview of ...
- use a verbatim extract from your interview for illustrative purposes and/or a case study about ...

You will have the opportunity to review the material we plan to include in our report and approve this, prior to the publication of the report on the [Organisation name] website [or provide details of other dissemination channels].

As part of this review process, if you prefer for any reason, we can anonymise any verbatim extracts or case studies so that you and your organisation are not identifiable. If there are any details that you do not want us to report on publicly, you can also let us know this during the interview.

We will not use any information that you provide without your express consent. You may withdraw your consent without consequence at any time, including after the interview.

### Your consent- participation in this interview

I consent to [Organisation name] recording and transcribing my answers during this interview.

I understand the [Organisation name] process (detailed above) with respect to the use of the information provided in this interview and that information that [Organisation name] wishes to include in its report will be sent to me and my organisation prior to publication.

**Organisation:**

**Date:**

**Name:**

**Signature:**

## CONSENT FORM FOR PROJECT PARTICIPANTS

**Project title:**

**Project investigator:**

**Project approval reference: [if applicable]**

I agree to take part in the above **[organisation name]** research project. I have had the project explained to me and I have read and understood the Information Sheet, which I may keep for my records. I understand that agreeing to take part means:

- I am willing to be interviewed by the researcher via a meeting via telephone or a remote meeting platform.
- I am willing to allow the interview to be audio recorded.
- I understand that I will be given opportunity to review my comments before they are included in the report.
- I understand that the information I provide will be used within published datasets and a research report, which will be made publicly available online.
- I consent to the processing of my personal information and data for the purposes of this research study. I understand that such information will be treated as strictly confidential and handled in accordance with **[provide details of applicable policies or guidelines e.g. NHMRC Ethics in Human Research]**.
- I understand that my participation is voluntary, that I can choose not to participate in part or all of the project, and that I can withdraw at any stage of the project without giving a reason for my decision.

**Please select Option A or B** (by highlighting or underlining chosen option, or emailing us your preference and confirming your consent)

- Option A: I have given my approval for my name and/or the name of my workplace to be used in the final report of the project, and in further publications.
- Option B: I do not want my name, or any professional affiliation/workplace, to be attributed in the final report of the project, and in further publications.

Signed (type name, or insert digital signature):

Date: