**Example Interview Consent Form with Description**

This document describes an example of a Research Consent Form. Key elements of the consent form are described within square brackets in ***blue italicized text***.

***[Include the VIU Logo****]*



***[Project Title] Factors Associated With Academic Success***

***[Contact information of the Principal investigator and supervisor]***

|  |  |
| --- | --- |
| **Principal Investigator**  Slade Grade, Student  Master of Education  Vancouver Island University  [Slade.Grade@gmail.com](mailto:Slade.Grade@viu.ca) | **Student Supervisor**  Lloyd Freud, PhD.  Department of Psychology  Vancouver Island University  [Lloyd.Freud@viu.ca](mailto:Lloyd.Freud@viu.ca) |

***[Purpose - Explain the topic being explored and why the research is being done]***

I am a student in the Master of Education in Educational Leadership at Vancouver Island University (VIU). My research, entitled “*Factors Associated with Academic Success,”* aimsto identify factors that determine academic success among students in VIU’s Bachelor of Education program. My hope is that my research will contribute to the future success of Education students at VIU.

***[Description – Describe what the participant is being asked to do, and how much time participation would take].***

Research participants are asked to complete a face-to-face research interview. If you agree, you would be asked questions concerning your personal experiences while attending VIU, with emphasis on factors such as social support, financial situation, family responsibilities, and past academic performance. With your permission, the interview would be audio recorded. Your participation would require approximately 60 minutes of your time.

***[Use of Research Information – Describe how the information collected from participants will be used]***

The results of this study will be presented in a final report required for completion of my degree, and may also be used for conference publications, presentations, and published in academic journals.

***[Risk of harm to participants and strategies to manage risk – Describe potential risks of harm participants, such as stress, embarrassment, loss of privacy, loss of status, and loss of reputation, etc.]***

Depending on the information you provide, and whether you choose to participate anonymously, there is a possibility that the information you provide might cause loss of social status and/or embarrassment. As strategies to manage this risks, you have the option of not having your personal identity revealed in the products of the research. With your permission, the interview would be audio recorded and later transcribed into writing. At your request, you will be provided a copy of the transcript and invited to make changes to the transcript if you wish (e.g. if you would like withdraw a particular statement you made during an interview).

***[Management of Research Information/Data – Describe how you will manage the research data, such as methods of storage, processing, and whether (and how and when) data will be destroyed after project completion]***

If you choose to participate anonymously, all records or your participation would be confidential. Only my faculty supervisor and I will have access to the information you provide. Electronic data will be stored on a password-protected computer. Signed consent forms and paper copies of interview transcripts will be stored in a locked file cabinet in my home. Data will be deleted and paper records shredded at the end of the project, approximately May 31st, 2020.

***[Participation and withdrawal – participants must be told explicitly that they have the right to decline to participate. Participants also have the right to withdraw from a study at any time where practicable. If you wish to put a limit on the time by which participants may withdraw, you need to clearly state this in the consent form].***

Your participation is completely voluntary. You may withdraw from the study at any time up to when I begin analysis of the data, for any reason, and without explanation. If you would like to review and potentially make changes to the transcript of the interview, you may withdraw up to three weeks from the time of being provided a copy of the transcript. If you decline to review the transcript, you may withdraw up to three weeks from the date of our interview. If you choose to withdraw from the study, all information you provided during the interview would be withdrawn from the study and destroyed.

***[Consent and Conditions of Consent]***

I have read and understand the information provided above, and hereby consent to participate in this research under the following conditions:

|  |  |  |
| --- | --- | --- |
| *I consent to the interview being audio recorded.* | *Yes* | *No* |
| *I consent to having my personal identity disclosed in the products of the research.* | *Yes* | *No* |
| *I consent to being quoted in the products of the research.* | *Yes* | *No* |

Participant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[Commitment of Principal Investigator – A commitment of the researcher to adhere to the protocol described in the consent form]***

I, Slade Grade, promise to adhere to the procedures described in this consent form.

Principal Investigator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[Concerns about your Treatment in the Research]***

If you have any concerns about your treatment as a research participant in this study, please contact the VIU Research Ethics Board by telephone at 250-740-6631 or by email at [reb@viu.ca](mailto:reb@viu.ca).

***Participants should be provided a copy of the signed consent form.***