

## CONSENT FORM GUIDELINES

Consent to participate in research is almost always required.

There are a number of exceptions to requiring written consent from research participants:

- telephone surveys,
- projects involving mass-distribution questionnaires.
- Where verbal consent is more culturally and/or socially more appropriate

For some questionnaires, the return of the questionnaire is reasonably taken as an indication of voluntary consent to participate and this fact should be clearly stated on the questionnaire itself. Also, an information sheet must accompany the questionnaire when it is forwarded to research participants.

In many cases, written consent of research participants is appropriate. Details on a consent form should parallel the corresponding information statements, which are given in writing to the research participant – with the consent being obtained at a reasonable time after the participant has had the opportunity to read the information statement.

The consent form should be written specifically for your particular research project and must include the CSU logo. It must be a separate document from the information sheet; the consent form is taken by the researcher and the information sheet is retained by the participant.

It is recommended that when preparing a consent form, the suggestions provided by the HREC is adapted as necessary and used by investigators. The consent form should ideally fit on one page.

The Consent form must:

1. Include the CSU logo
2. Be written specifically for your particular research project in reader friendly terms
3. include the title of the research project
4. include the name and contact details of the investigator(s), including the supervisor(s), and (if applicable) identification of the investigator as a student and their course at the top of the document. This should be the same as the information provided on the information statement.
5. if applicable make provision for the consent of a parent/guardian or caregiver if the research participant is under the age of 14, or has a disability that may prevent a full understanding of what is being consented to
6. if applicable include a statement to the effect that “I understand that data collection will be audio/video recorded”
7. include a statement to the effect that “the purpose of the research has been explained to me, including an potential risks/discomforts.”, or “I have read and understood the information sheet given to me” and “I have been given the opportunity to ask questions about the research and received satisfactory answers

8. Include the following:

NOTE: Charles Sturt University’s Human Research Ethics Committee has approved this project. If you have any complaints or reservations about the ethical conduct of this project, you may contact the Committee through the Governance Officer:

Presiding Officer,  
Human Research Ethics Committee,  
Charles Sturt University,  
Ethics and Compliance Unit,  
Locked Bag 588. NSW. 2678.  
Tel: (02) 6933 4213.  
Email: [ethics@csu.edu.au](mailto:ethics@csu.edu.au)

Any issues you raise will be treated in confidence and investigated fully and you will be informed of the outcome.

Additional consideration when preparing your form

Where a participant has the option of participating in one, or more than one, component of a project, the Consent Form should identify each component and have a Yes/No option for each so it is clear to the participants that they have a choice and it is clear to the researchers as to what the participants are consenting to. This also applies to identifying participants in reports, publications or production using recordings, and archiving material, as well as an option to receive a copy of the study results. A check box should be used allow participants to agree/ disagree to this.

Where children/ young people are of a sufficient age that they could sign a Consent form, or might want to record their consent, the following section should be added. In low risk research involving young people it could be appropriate for the young person to give the primary consent with supporting consent from their parent/guardian, in which case the section below would be changed to Consent of Parent/ Guardian

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Consent of child/young person <18 years:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_