

Template for Consent Letter

Introductory paragraph:

- Purpose
- Carried out as stated and there is no deception involved
- For degree/grant (personal benefit disclosure)

Method

Gathering data

- Number of interviews, length of time, format
- length of survey, conditions for return of document
- number of observations, length, and conditions of observation(s)
- use of audio/video recording equipment

Verification/review

- Returning transcripts?
- Returning synopses?
- Checking observations?

Rights

- To confidentiality
- To opt out without penalty and have data destroyed/returned and not included in the study
- To copy of report?

Informed Consent

- Other contacts (usually supervisor) (provide name, telephone number, email)

Other uses

- Articles/Presentations
- Request must specify intended secondary research use
- State that data will be handled under the same ethical provisions