**INDIAN INSTITUE OF TECHNOLOGY ROPAR**

**Office of the Dean of Research and Development**

**Institutional Ethics Committee (Humans)**

**Informed Consent Document (ICD) for Qualitative Studies**

**Form No. IEC-103**

**Notes**

* Use this ICD **template** for research involving the use of questionnaires, in-depth interviews, or focus group discussions. Use simple language at the level of 6-8th grades. Where required, the ICD in English can be translated into Hindi or other languages (spoken in that region)
* The template was created by WHO ERC to help PIs in creating their informed consent forms (ICD). The PIs can modify the ICDs to fit the specifications of their specific research
* This ICD is divided into two sections: the information sheet and the consent certificate
* It includes examples of questions that may be asked at the end of each section to ensure the understanding of the information being provided. However, **these are just examples, and PI may modify questions depending upon their study**
* Please do not delete any sections, and mark “NA” in sections, which are not applicable to your research

**Informed Consent Form for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Study title:**

Specify the group of people this consent is being signed on behalf of. It is important because research for a single project involves a variety of distinct groups of people, such as counsellors, community members, and service users.

Please provide details either as a running paragraph or under the headings as indicated below:

**Name of the Principal Investigator(s)**

**Name of the Organization**

**Name of Sponsor(s)**

**Name of the Project and Version**

Include the information that this ICD has two parts- **Information Sheet** (to share information about the study with you)and **Certificate of Consent** (for signatures if you choose to participate). PI will provide a copy of **full ICD** (and **translations**, where required).

**Part I: Information Sheet**

**Introduction**

Briefly describe who you are and why you are inviting their children to take part in research, which you are doing.

**Purpose of the research**

Explain the purpose of research in a simple language.

**Type of Research Intervention**

Explain the type of intervention that will be undertaken.

**Participant Selection**

Describe why you have selected a person to take part in this study. People may feel scared, confused, or disturbed on being told that they have been selected.

**Voluntary Participation**

Make it clear that the participation is voluntary and, even if, they decide not to participate, they will still receive all the services that they normally do.

**Procedures**

Provide a brief overview of the research study's format and describe the kinds of questions that will be posed to participants in focus groups, interviews, or survey. Inform the participant if the research involves any sensitive or potentially embarrassing questions or discussions.

**Duration**

Include a statement describing the participant's time commitments, including the length of the research and, if applicable, the follow-up.

**Risks**

Describe and explain any potential risks that you can foresee.

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**Benefits**

List the benefits to the individual, community where the individual lives, and society. Do not mention activities they are entitled to regardless of participation, and include those that will provide real benefits.

**Reimbursements**

Clearly state what you will offer to participants in exchange for their involvement. WHO does not support incentives to participants beyond paying for expenses incurred as a result of participating in the research, like travel expenses or payback for the lost time.

**Confidentiality**

Describe how the privacy of all data, including information about participants and information they choose to provide, will be protected. Describe any confidentiality restrictions. Explain to the participant the likelihood of being recognized by the community and facing stigma. Explain to the participant any additional measures that you will take to protect safety and anonymity, if the research is sensitive or involves individuals who are vulnerable, like research on violence against women.

**Sharing the Results**

Outline your strategy for informing the participants of the findings of the study. Include a schedule or plan for information sharing, if possible. The participant may be told that the findings of the study will be made widely available through papers and conferences.

**Right to Refuse or Withdraw**

Remind that the participation is voluntary and he/she have the right to decline. Make sure this section is appropriate for the group, whose consent is being requested.

**Who to Contact**

List the name and contact details of a team member (PI or Co-PI) who is involved, and accessible. Include information on how the proposal was approved, as well.

**The [name of the body], a body tasked with ensuring that research subjects are safeguarded from harm, has evaluated and approved this proposal. To learn more about this body, get in touch with [name, address, phone number of the member secretary].**

**Part II: Certificate of Consent**

This section must be written in first person. Include a few brief sentences regarding the research, and follow it up with a statement similar to the one written in bold below. Each ICD must be signed by the participant or a witness if the participant, being illiterate, has given an oral consent. Each ICD must be signed by the PI or the person who reviewed it.

**The information above has either been read to me or I have read it myself. I had the chance to inquire about it, and every inquiry I've made has received an amiable response. I voluntarily agree to take part in this investigation.**

**Name of the Participant (print):**

**Signature of the Participant:**

**Date (day/month/year):**

***If illiterate***

**I saw the ICD being correctly read to the prospective participant, who also got the chance to ask questions. I confirm that the person voluntarily gave the consent.**

**Name of the witness (print):Thumb print of participant**

**Signature of the witness:**

**Date (day/month/year):**

**Statement by the PI/person taking consent**

**I did the best I could to make sure the potential participant understood the information sheet's requirements and that I had appropriately presented the information sheet to him or her.**

**I certify that the participant was given the chance to inquire about the study, and that I have accurately and fully responded to all of the participant's inquiries. I confirm that the person's consent was freely provided and voluntarily given, and that it was not forced upon them.**

**The participant's parent or guardian has received a copy of this informed consent form: Yes/No**

**Name of the PI****/person taking the consent (print):**

**Signature of the PI/person taking the consent:**

**Date (day/month/year):**

**Name of the PI (print):**

**Signature of the PI:**

**Date (day/month/year):**