**Informed Consent Form for Adult Participant**

|  |  |
| --- | --- |
| **Study Title:** |  |
| **Name of Lead Researcher(s):** |  |
| **Affiliation:** |  |
| **Phone:** |  |
| **Email:** |  |

You are asked to volunteer your participation in a research study conducted by [All researchers must be listed]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the University of Technology, Jamaica. The information provided on this form and the accompanying cover letter is presented to you in order to fulfil legal and ethical requirements for research studies at the University of Technology (UTech), Jamaica, and the Data Protection Act of 2020. The researcher(s) have applied for ethical clearance from the University Research Ethics Committee. The ethical clearance must be attached.

**Description of the Study**

The study for which you have been invited to participate is being conducted in fulfilment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The purpose of this study is to describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The study also aims to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Procedures**

If you volunteer to participate in this study, you will be asked to complete a questionnaire, as well as respond to interview questions. The questionnaire should take no more than 10 minutes to complete, and it will be administered online using Google Forms Will hard copy questionnaires be used? The interview should be between 30 to 60 minutes and will also be online using the Zoom Platform will interviews also be face to face? which will be recorded with your permission. All data will be gathered during the months of \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ 20XX. After the initial interview, there may be a possibility for you to be interviewed again, depending on the results of the initial analysis. The transcripts of each interview will be sent to you for verification and clarification of your responses. Furthermore, you have the right to request a copy of this recording and/or the transcripts at any time.

**Potential Risks and Benefits**

No more than minimal risks. However, there will be potential risks associated with this study What are the risk involved this must be stated if known; if you choose to participate, you have the right to discontinue your participation without prejudice. Depending on the nature of the risk, the researcher will discontinue or terminate the study after reporting it to the Faculty Research Ethics Committee, and the Office of Data Protection. The potential benefit is that the study will add something new to \_\_\_\_\_\_\_\_\_\_, as well as be used to solve \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The results will be published and will be available to people interested in this area.

**Compensation for Participation**

You will not be compensated for your participation in this study. Is this for all research at Utech? is this the policy of the ethics committee.

**Confidentiality**

Data to be collected will remain confidential. No sensitive information will be collected from you Is this also a policy of the ethics committee?. Pseudonyms would be used, and if any identifiable information is collected, the researchers would edit such from the data, so that such information (your name, location or the school, etc.) that you are affiliated with would not be traced. Furthermore, your responses will be entered on a password-protected computer as views without any identifying information.Again, **y**our participation is completely anonymous. Please note that all files uploaded or created on Google Drive are encrypted. All data collected will be stored in the University of Technology, Jamaica storage, according to the guidelines of the Data Protection Act of 2020.

**Participation and Withdrawal**

Participation is voluntary. You can choose to withdraw from the study at any time without prejudice. Furthermore, participants who initially agreed to participate may withdraw from the study if circumstances warrant doing so. How do they go about withdrawing if this is the case? Who should they call or email.

**Subsequent Use of Data**

Data collected may be used in subsequent studies, by reanalysing it for further studies, publications and presentations, but all information will be anonymous. When this happens, you will be notified. You don’t have to notify them if you get their consent. You can just advise them that you may need to do this. When they signed you have their consent to do this no need to notify them again.

**Contact Information**

If you have questions regarding your rights as research participants, contact Dr. Warrick Lattibeaudaire, the Faculty of Education and Liberal Studies Research Ethics Coordinator, at the University of Technology, Jamaica, by email: wglattibeaudaire@utech.edu.jm, and Mr. A. Lawrence, the Data Protection Officer by email at [dpo@utech.edu.jm](mailto:dpo@utech.edu.jm).

**Voluntary Consent and Signatures**

If you have read this document and have agreed, please indicate your consent and willingness to participate in this research by signing in the Participants Signature section. Please sign only if all contents of this consent form have been reviewed with you and you have had the opportunity to ask questions. You will receive a copy of this consent form after it has been signed by both you and the researcher.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lead Researcher Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Your signature on this consent form shows that you have been informed about the conditions and safeguards of this study.

I have read the information provided and agree to participate in this study.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant Date