**Informed Consent Form for Adult Participants**

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| **Study Title:** |  |
| **Name of Researcher(s):** |  |
| **Affiliation:**  | [*Faculty/College*], University of Technology, Jamaica |
| **Phone:** |  |
| **Email:** |  |

You are asked to volunteer your participation in a research study conducted by [*list the names of all the researchers of the study*]of the [*Faculty/College*], University of Technology, Jamaica. The information provided on this form and the accompanying cover letter is presented to you 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. (*See the attached ethical clearance certificate).*

**Description of the Study**

The study for which you have been invited to participate is being conducted for a study that may be presented at a conference and may be published as a journal article. This study seeks to [*state the purpose of the study*]. The research will also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**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 [*XX minutes*] to complete, and it will be [*administered online using Google Forms*] [*Please change this if it is not an online questionnaire*]. The interview should be between [*length of interview*] and will also be online using the Zoom Platform [*Please change this if it is a face-to-face interview*],which will be recorded with your permission. All data will be gathered during the month of [*enter the month*] 2025. 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 [*state these known risks*]; if you choose to participate, you have the right to discontinue your participation without prejudice. Depending on the nature of the risk, the researcher(s) 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 the existing literature, as well as be used to address [*add any other benefits of the study*]. The results will may 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 [*or state the level if there is compensation*].

**Confidentiality**

Data to be collected will remain confidential. Pseudonyms would be used, and if any identifiable information is collected, the researcher(s) 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 password-protected computers without 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. If you choose to withdraw you may contact the lead researcher and/or the faculty/college research chair to let them know.

**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 advised.

**Contact Information**

If you have questions regarding your rights as research participants, contact [*name of Faculty/College research ethics chair, the Faculty/College name*] chair at the University of Technology, Jamaica, by email at [*Faculty/College chair’s email*], and Mr. A. Lawrence, the Data Protection Officer (UTech, Jamaica), by email at dpo@utech.edu.jm.

**Voluntary Consent and Signatures**

If you have read this document and agree, please indicate your consent and willingness to participate in this research by signing in the Participants Signature section. Please sign only if you have reviewed all of this consent form and 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(s).

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Signature of Lead Researcher Date

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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.

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Signature of Participant Date