Example of Consent Form for SRP-3

Insert Information Between < >

Drop sections that are not required for the proposed research

**Consent Form**

We invite you to participate in a study on <Insert Topic>. This consent forms informs you about the study and your rights. Please read the form carefully and ask any questions you may have before agreeing to participate.

**Task and duration:** Your participation in the study entails an interview on <Insert Topic>, which last approximately <Insert expected duration in minutes>.

**Risks and benefits of being in the study:** Your participation in the study and the information that you provide will not pose risks to you beyond those encountered in normal day-to-day life.

Your participation in this study is very valuable. It will contribute to <Insert expected benefits for the researchers, and/or society, and/or organizations, and/or people>.

<Insert, if relevant, which direct benefits for study participants, such as financial compensation, information about own and other’s information, general report, et cetera>

**Voluntary participation:** Your participation in this study is voluntary. Your decision to participate does not affect your current or future relations with the researcher or with your organization. If you decide to participate, you are free to refuse answering any question and free to withdraw at any time from the study without having to provide a reason, and without this decision affecting those relationships.

<If applicable, insert additional information on effect on interview break-off on same, different or no compensation>.

**Data collection and analysis:** As part of the interview, we ask some personal and/or work-related information (such as <insert the personal information asked/recorded>) to understand your perception, evaluations <and XXX and your organization XXX>.

<Insert whether the data will be anonymized, pseudonymized, or other (remain identifiable), and who will have the key-file to link pseudonymized data to personal data.>

Data storage, analysis, and sharing with others will, thus, be based on <Insert: “pseudonymous”, “anonymous”, personal or other> responses and can never be traced back to you <insert in case of pseudonymous data: “except by the research Team of Tilburg University” or “XXX”>.

Any quotes from your interview in future publications will not be traceable back to you and will be under a pseudonym (e.g. ‘interviewee A’).

The data of the study will be stored in <Insert format: anonymous, pseudonymous, personal, other> format for ten years, and might be used for further scientific research. <Add if data (and in which form) are shared with other researchers or placed in publicly accessible repository>

Your data will never be used for commercial purposes.

Prior to the interview, the researcher will ask for consent to audio record the interview. Audio recordings can only be accessed by the research team. <Insert information on how and how long audio recording will be saved and used, for which purposes, and what will happen to them after the indicated period>

The information from your interview will be transcribed into a format for data analysis. Tilburg University has a data processor agreement with the data transcription company <Insert ”Contact” or “at XXX>. Data transcription by this data transcription company will be done in accordance with the General Data Protection Regulation (GDPR).

At any time, you have the right to request access to your data and to ask for the rectification, erasure, or restriction of processing personal data (details of the Tilburg University privacy statement are at: [www.tilburguniversity.edu/privacy](http://www.tilburguniversity.edu/privacy)).

**Approval:** The Institutional Review Board (IRB) of the Tilburg School of Economics and Management has approved the protocol of this study <Insert IRB-approval number>.

**Contact:** If you have any questions or suggestions about this study, or would like to withdraw from the study, <Insert “indicate this to the interviewer or”> contact: <Insert name (function or role) and email address>.

If you have any comments or complaints about this study, you can contact the Institutional Review Board of Tilburg School of Economics and Management via irb-tisem@uvt.nl.

* **See next page for checklist -**

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| --- | --- | --- | --- |
|  | **Please tick the appropriate boxes, and sign the consent form** | **Yes** | **No** |
| 1 | I have read (or heard) and understood the information about this study. | [ ]  | [ ]  |
| 2 | I have been able to ask questions about the study and, if I had questions, these have been answered to my satisfaction.  | [ ]  | [ ]  |
| 3 | I confirm that the researcher has referred me to the Tilburg University privacy statement. | [ ]  | [ ]  |
| 4 | I understand that the study involves my participation in an interview.  | [ ]  | [ ]  |
| 5 | I understand that I can refuse to answer questions and can withdraw from the study at any time, without having to give a reason.  | [ ]  | [ ]  |
| 6 | I understand that I have the right to request access to my data and to ask for the rectification, erasure, or restriction of processing personal data | [ ]  | [ ]  |
| 7 | I understand that personal information, collected for this study, that can identify me, will not be shared beyond the research team.  | [ ]  | [ ]  |
| 8 | I understand that information that I provide during the interview can bequoted in future publications, without mentioning my real name or other information that could uniquely identify me. | [ ]  | [ ]  |
| 9 | I understand that the information that I provide for this study will be archived at Tilburg University for potential future scientific research and learning purposes.  | [ ]  | [ ]  |
| 10 | I understand that audio recordings of my interview will be made and stored to transcribe the interview | [ ]  | [ ]  |
| 11 | I understand that the information that I provide will only be used for the stated purposes and will never be shared for commercial purposes | [ ]  | [ ]  |

**By signing the form, you provide your consent to participate in this study**

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| Name of Participant | Place | Date | Signature |
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| Name of Researcher | Place | Date | Signature |