**EXEMPLAR OF INFORMED CONSENT DOCUMENT**

[Heading] **INFORMATION SHEET & CONSENT FORM** – [name target group]

[Title of research project]

[greeting/introduction – eg: Good Day, my name is...and I am conducting research towards a doctoral degree.] I am researching [brief essentials of project] and would like to invite you to participate in the project.

[subheading] What the project is about

[explain briefly in ordinary language why the person is being approached, what is envisaged] eg: I am interested in finding out about..... I want to understand how...I would like to interview people who...

[clarify that participation is voluntary] eg: Please understand that you do not have to participate, ie your participation is voluntary. The choice to participate is yours alone. If you choose not to participate, there will be no negative consequence. If you choose to participate, but wish to withdraw at any time, you will be free to do so without negative consequence. However, I would be grateful if you would assist me by allowing me to interview you.

[explain what the person would be asked to do; how much time would be involved; whether any costs (eg transport) involved; whether any payment/reimbursement available, etc. Note if recording of interview is intended, request permission specifically in document for this; allow the person to refuse this unless you cannot do the research without recording, in which case make this clear]

[explain whether any **direct** benefit to participant] – note there hardly ever is and participation does **not** count as a direct benefit.

[explain what risk of harm might ensue – person should have reasonable idea about consequences of participation, eg discomfort, emotional upset, stigmatisation etc]

[explain whether/how anonymity will be preserved; how confidentiality will be maintained – note that these two concepts are not the same if focus groups intended, there is a built-in weakness re confidentiality]

[explain what will happen with data, whether/how any feedback to participants is possible – note *should* try to do this to make participation meaningful]

**Please add the following sentence and contact information at the end of your information sheet:**

*‘If you have* ***concerns about the research, its risks and benefits or about your rights as a research participant in this study****, you may contact the Law Faculty Research Ethics Committee Administrator, Ms Lamize Viljoen, at +27 (0) 21 650 3080 or at* [*lamize.viljoen@uct.ac.za*](mailto:lamize.viljoen@uct.ac.za)*.* ***Alternatively, you may write to the Law Faculty Research Ethics Committee Administrator, Room 6.29, Kramer Law Building, Law Faculty, UCT, Private Bag, Rondebosch 7701****.’*

Please remember that the participant retains a copy of the Information Sheet and the researcher retains the Consent form pertaining to the study.