**Why use a consent form?**

Researchers use a consent form (CF) to establish the voluntariness of participation and to record when and (except for anonymous studies) from whom consent was obtained. This includes consent to participate and, if applicable, consent for the processing of personal data.

The CF is a short document that covers the core statements to which the participant is being asked to agree. Separate ‘yes/no’ tick boxes help the researcher make sure whether the participant is actively affirming each statement. For detailed information about the research, participants are referred to the research information form (IF).

**How to use this guideline?**[[1]](#footnote-1)

The CF guideline provided here includes several statements that may or may not apply to your research project. Please use this guideline as a starting point for developing the CFs needed for your research project. Remove this instruction page.

In principle, participants aged 16 years or older can consent independently. (If participants are legally incompetent (“wilsonbekwaam”), consent is obtained from a legal representative).

If participants are at least 12 years old and less than 16 years old, then in principle a parent, guardian, or other representative also has to consent. (While some research plans may warrant consent from both parents, usually consent from one parent is sufficient.)

In principle, if participants are less than 12 years old, then only a parent, guardian, or other representative has to consent. However, it is good practice to also ask younger participants, if possible, whether indeed they agree to take part in the research.

*This CF guideline is developed for participants aged 16 years or older. As researchers, you are responsible for asking consent in a manner comprehensible for all parties involved in your research project. You are expected to take into account factors such as age, cultural differences, economic and linguistic barriers, levels of education, and illiteracy. For example, the language of your CFs should match the language spoken sufficiently by your participants.*

Your CFs are part of the ethics review. You may be asked for clarification or revision. For complex studies with respect to personal data processing, separate CFs for research participation and for data processing may be recommended.

**Important note**

Participants have the right to be given the CF in a form they can keep. For (offline) studies using paper forms, hard copies should be provided. For (online) studies using digital / electronic forms, participants should be able to download and save a file containing the CF. You may also suggest participants take a screenshot, using their smartphone camera or the Print Screen button on their computer.

**INFORMED CONSENT**

**“Publishing research output continuously (PROCess): The case of modular publishing”**

EC code

* I have read the information about the research. I have had enough opportunity to ask questions about it.
* I understand what the research is about, what is being asked of me, which consequences participation can have, how my data will be handled, and what my rights as a participant are.
* I understand that participation in the research is voluntary. I myself choose to participate. I can stop participating at any moment. If I stop, I do not need to explain why. Stopping will have no negative consequences for me.
* Below I indicate what I am consenting to.

Consent to participate in the research (focus group discussion, feedback survey, and follow-up survey):

[ ] Yes, I consent to participate

[ ] No, I do not consent to participate

Consent to make audio / video recordings during the research:

[ ] Yes, I consent to make recordings of me as a participant in the research.

[ ] No, I do not consent to make audio recordings of me.

Consent to processing my personal data:

[ ] Yes, I consent to the processing of my personal data as mentioned in the research information. I know that until 30-01-2026 I can ask to have my data withdrawn and erased. I can also ask for this if I decide to stop participating in the research.

[ ] No, I do not consent to the processing of my personal data.

|  |  |  |
| --- | --- | --- |
| Participant’s full name: | Participant’s signature: | Date: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Full name of researcher present: | Researcher’s signature: | Date: |
|  |  |  |

The researcher declares that the participant has received extensive information about the research.

*You have the right to a copy of this consent form.*

1. This CF guideline was developed by the Ethics Committee of the Faculty of Behavioural and Social Sciences at the University of Groningen and derived from the Ethical Code developed by the National Ethics Council for Social and Behavioural Sciences (NETHICS), see:<http://www.nethics.nl/Gedragscode-Ethical-Code>. The University’s Department of General Administrative and Legal Affairs (ABJZ) provided input from the perspective of the General Data Protection Regulation (GDPR).

Please send suggestions for textual changes to ec-bss@rug.nl.  [↑](#footnote-ref-1)