

Checklist informed consent

In case you work with human subjects, informed consent is often obligatory. This checklist will help you to write an informed consent letter.

Content checklist:

- Information is given about the nature, content and procedure of the study.
- A statement is included that subjects are entitled to refuse or withdraw from participation without negative consequences for them.
- The purposes of data collection and use are clearly described.
 - If you plan to archive the data in a public data repository when the study is finished, request consent for this. When data is archived entirely anonymously, consent is not necessary.
 - In case it is possible for a subject to agree with some research purposes and still participate in the study, offer the option to give consent on these purposes separately.
 - In case all purposes are necessary for participation, request for consent should not be asked per purpose separately.
- A statement is included that identifiable personal information of the subject will not be passed to a third party without consent.
- Name and contact details of the researcher(s) are provided.

Style checklist:

- Consent is written in clear language for the target audience.
 - Consider using pictures or video when working with children or illiterate participants.
- Consent is freely given.
 - Consider the risk of power imbalances between researcher and participant.
- Consent is unambiguously and actively given.
 - Checking a digital checkbox counts as actively given consent, just like a signature.
 - Consent cannot be given via an opt-out system (e.g. when using a digital checkbox, this box must be actively checked by the participant, not actively unchecked).
- For research with children younger than 16 years: consent must be given by parents/caregivers.
 - Once a child is 16 years he/she has the right to modify or withdraw the consent given by his/her parents. When the child does not take initiative, the consent obtained by the parents will stay valid.