Informed Consent Checklist

This checklist covers the elements that will be assessed when the IRB reviews your consent form/procedures. For more info, see regulatory requirements here.

N/A	*Yes*	
	☐	Consent is submitted to IPA IRB in English, and will be administered in the respondent's language (with both translations and back translations performed to ensure accuracy)
	☐	"You"/"your child"/"you and your child" used appropriately throughout consent *Three common scenarios this consent template may be used for:* 1. *"You": An adult consenting for themselves (or an adolescent providing assent)* 2. *"Your child": An adult providing parental consent for their child's participation* 3. *"You and your child": 1 and 2 simultaneously (e.g., if you'll do both a caregiver survey and child survey and want to get the caregivers' consent for both)* *Update this consent accordingly depending on what scenario you will use it for. (Meaning: throughout the consent, you might need to replace "you" with "your child" or "you and your child.")*
General Info		
Introduction		
☐	☐	Enumerator introduces him/herself *N/A if consent is self-administered*
	☐	Notes affiliation with IPA (or another data collection firm) and explains what IPA (or other firm) does
☐	☐	Notes collaborating institutions (e.g., PIs' universities) *N/A if IPA only*
	☐	Notes funding agency
Study Purpose		
	☐	Describes purpose of the research (in language understandable to respondents—avoid jargon)
	☐	Subject is "invited" (not "chosen") to participate
	☐	Explains why subject is being invited to participate (e.g., eligibility criteria)
	☐	Statement that the study involves research and what this means (i.e., that the primary goal is to learn things, not to provide aid or services)
Voluntary Participation		
	☐	Statement that participation is voluntary

	☐	Statement that the subject will not be penalized for refusing to participate (or lose any benefits they would otherwise receive)
	☐	Statement that the subject can skip any question or stop participating at any time
	☐	Explanation that subject can withdraw consent anytime and details of how to later withdraw from the study (e.g., by contacting study team using provided contact info)
☐	☐	Statement that the subject's participation or nonparticipation will in no way affect their employment *Applies if respondents are employees at a firm, teachers at a school, etc.; N/A otherwise*
☐	☐	Circumstances where the research team would terminate a subject's participation *N/A except in rare circumstances*
Research Procedures		
	☐	Describes data collection procedure(s) this consent is asking permission for (e.g., a survey, interview, focus group)
	☐	Notes expected duration of data collection procedure(s)
	☐	Summarizes topics that questions will cover
☐	☐	Describes intervention procedures the subject may be randomly assigned to (e.g., a training program they'll be invited to participate in, SMS messages they may receive, etc.), and the fact that this assignment will be random *Applies if the study involves an intervention, randomization, etc.; N/A if there is no intervention* *If you wish to be less specific about the randomization design to avoid potential biases, you must still note generally that participants will be randomized to different groups which will receive different interventions.*
☐	☐	Describes any additional procedures the subject may be asked to participate in (for example, if a subset of subjects may be invited to participate in a focus group) *N/A if conducting only one kind of data collection*
☐	☐	Notes any follow-up data collections, when you expect to return/re-contact subjects, and how (if known) *N/A if no follow-ups*
Other Procedures		
☐	☐	Notes any audio- or video-recording, its purpose, and whether this is optional or mandatory for study participation *N/A if no recording*
☐	☐	Notes any GPS coordinate collection, its purpose, and whether this is optional or mandatory for study participation *N/A if no GPS data collection*

☐	☐	Explains if photographs will be taken, of what, for what purpose, and whether this is optional or mandatory for study participation *N/A if no photos* *If photos will be shared publicly in presentations, publications, etc., you must disclose to participants that this may compromise anonymity/make them identifiable as a study subject.*
☐	☐	Explains if anthropometric measurements will be taken (e.g., height, weight), and whether this is optional or mandatory for study participation *N/A if no anthropometric measurements*
☐	☐	Explains if biospecimens or biometric data will be taken (e.g., heart rate, hair sample), whether this is optional or mandatory for study participation, whether participants will be informed of any relevant health info, and how any physical samples will be kept secure by the research team *N/A if no biospecimens/biometric data*
Compensation		
	☐	Explains whether the subject will be compensated, how/what amount, and for what procedure(s) *If participants will not be compensated, you must mention this.*
Benefits		
	☐	Explains whether participants will benefit from the study, and if so, how *If there are no direct benefits to subjects, this must be stated.*
Risks		
	☐	Explains any risks involved in the study *Most common: sensitive questions causing discomfort, possible loss of confidentiality.*
☐	☐	Notes any information (e.g., abuse) that may be subject to reporting requirements, to whom this will be reported, and possible consequences *N/A if no applicable reporting requirements or plans*
☐	☐	Notes any physical discomforts related to biospecimen/biometric data collection *N/A if no biospecimen biometric data collection*
☐	☐	Notes that the study may involve risks that cannot be anticipated, and that subjects will be promptly informed if risks become apparent *N/A if study is minimal risk*
Confidentiality and Data Protection		
	☐	Statement that info/responses will be kept confidential *Avoid overpromising: e.g., "guaranteeing" confidentiality, that responses will be kept "completely secret"*
	☐	Statement that only research team (and individuals overseeing the research) will have access to responses
☐	☐	Statement that identifiable data will only be disclosed outside of the research team with subject's permission or as required by law

		Only N/A if no PII will be collected
☐	☐	Request that focus group discussion participants keep discussion details confidential *N/A if no focus group*
	☐	Explains data security procedures used to keep data safe (e.g., encryption)
☐	☐	Includes any relevant data protection information *This section may only be excluded entirely if no PII will be collected.* *If PII will be collected…* *Must include:* - *Statement explaining that the study team relies on the subject's informed consent as the legally permitted reason that the team can collect and use the subject's personal or identifiable data* *Depending on the country and any country-specific data protection laws, may need to include:* - *Statement explaining and requesting consent for transferring PII outside the originating country (IMPORTANT: this includes storing PII on Box, as servers are located in the US)* - *Any other information as applicable*
	☐	Explains that data will be de-identified once study is finished, and that publications/presentations will not include identifying info
☐	☐	Statement that data may be used or shared for future research *Must specify one of the following:* 1. *Only de-identified data will be used or shared, and subjects will not be re-contacted for consent* 2. *Data linked to PII may be used or shared, with subject's consent* *Only N/A if no PII will be collected*
☐	☐	Statement that the research team may re-contact the subject to invite them to participate in future studies *N/A if no re-contact for other studies*
☐	☐	Statement that subject's contact info may be shared with other research teams for future studies *N/A if contact info won't be shared with other researchers*
Contact Info		
	☐	Provides research team contact info (must include phone number, and must speak subject's language or have ready access to translator)
	☐	Provides contact info for reviewing IRB(s), and explanation that their role is to protect the rights of people participating in research
	☐	Provides contact info for Country Data Protection Officer, and explanation that they can be contacted for any questions/issues relating to how IPA processes their identifiable data

Questions		
	☐	Opportunity for respondent to ask questions
	☐	Asks for consent to participate in study
☐	☐	Space to collect signature (or thumbprint) *N/A if only obtaining verbal or electronic consent (e.g., online checkbox)*
If applicable:		
☐	☐	Asks for consent to contact subject for follow-ups
☐	☐	Asks for consent for audio-recording, video-recording, or photography *(prior to recording or taking photos)*
☐	☐	Asks for consent for GPS data collection *(prior to collecting GPS data)*
☐	☐	Asks for consent for anthropometric/biometric measurements or biospecimen collection *(prior to measurements/biospecimen collection)*
☐	☐	Asks for consent for photos/videos/audio recordings to be used publicly in presentations or publications *(prior taking photos/videos/recordings, or as soon as practicable afterwards)*
☐	☐	Asks if subject wishes to be contacted later about the results of the study
☐	☐	Asks for consent to use or share data linked to PII for other/future studies
☐	☐	Asks for consent to share subject's contact info with other research teams

Informed Consent Template

How to use this template:

*Headings in **purple** indicate components which may or may not apply to your study (delete all that do not apply)*

*Text in **red** should be modified/replaced by text which fits the specifics of your study*

Title of the Research Study: <study title>
Principal Investigator(s): <PI name(s)>

General Study Information

Introduction

If a person (e.g., **enumerator**) will conduct the consent process:
IPA version: Hello, my name is <enumerator name>. I am a researcher for Innovations for Poverty Action (IPA), a research and policy non-profit that finds and promotes effective solutions to global poverty and other problems.
Non-IPA version: Hello, my name is <enumerator name>. I am a surveyor from <insert data collection firm>, <explain what data collection firm does>.

If consent will be **self-administered** (e.g., an online form):
IPA version: Hello! We are Innovations for Poverty Action (IPA), a research and policy non-profit that finds and promotes effective solutions to global poverty and other problems.
Non-IPA version: Hello! We are <insert data collection firm>, <explain what data collection firm does>.

We are doing a research study in collaboration with researchers at <add names and locations of collaborating institutions, PIs' universities, etc.> on behalf of <add funding agency/organization or other institution commissioning the research>.

Why is this study being done?

The purpose of this study is to <explain research goals in language understandable to respondents>. We are inviting <you/your child/you and your child> to participate in this study because <add eligibility/screening/inclusion criteria>.

This study involves research, which means that our primary focus is on learning about certain topics—in this case, <note the knowledge you expect to gain through the research>. This study is not intended to provide aid or services but rather to gather valuable insights into these areas.

Voluntary Participation

Do I have to be in the study?

You do not have to be in this study if you don't want to—it is completely voluntary.

You will not be penalized in any way (or lose any benefits you currently receive) if you refuse to participate. During the <survey/interview/etc.>, you can skip any question, stop participating, or withdraw your consent at any time. After today, if you later decide you would like to withdraw your consent for this study, you can do so by informing the research contact person listed at the end of this consent.

If respondents are **employees** at a firm, teachers at a school, etc.:

Your participation or nonparticipation in this study will in no way affect your employment at <insert employer here>.

If there is any circumstance where the research team would terminate a subject's participation:

If the research team determines that <describe circumstances where PI would terminate a subject's participation in the research>, you will be removed from the study.

Research Procedures

What is involved in this study?

If you choose to participate in this study, we will ask you to <describe data collection procedure – e.g., complete a survey, participate in a focus group>. This <survey/interview/etc.> will take approximately <duration> of your time. We will ask you questions about <describe topics to be covered – e.g., household information, education, savings behaviors, any sensitive topics, etc.>.

If the study involves **randomization, intervention**, etc.:

Default language:

You also may be randomly assigned to <describe possible intervention(s) – e.g., be invited to participate in a training, receive SMS messages about xyz>.

If you wish to be less explicit about your randomization design to avoid potential biases:

In this study, participants are randomly assigned to different groups which may receive different interventions. While you will be informed about the version of the study you have been assigned to, you will not be informed about the different versions that other participants are in.

Random assignment to different groups in this study will be conducted by a computer (or other automated system)—this means that nobody (not you or anyone on the research team) can affect your chances of being assigned to any group.

If the participant will be asked to participate in **more than one procedure** (for example, a survey AND a focus group):
You <may/will> also be asked to <describe other data collection procedures, including duration>, where we will ask you questions about <describe topics to be covered>.

If the study will involve **follow-up** data collections:
If you know how many times you expect to return:
We also plan to <return in person/re-contact you by phone> <number of times> in the next <total timeframe> for <a> follow-up <survey/interview/etc.>, but you are free to decline participation in the follow-up<s> if you wish.
If you are not sure how many times you will return:
We also plan to <return in person/re-contact you by phone> in the future for some follow-up <surveys/interviews/etc.>, but you are free to decline participation in the follow-ups if you wish.

Other Procedures

What else is involved in this study?
If this data collection will be **audio-** or **video-recorded**:
We would like to <audio/video> record <all/parts> of today's survey <specify purpose – e.g., to help us validate the quality of the data collected, for further analysis, etc.>.
If you wish to collect **GPS coordinates**:
We would <also> like to record the GPS location of this <survey/interview/etc.> <specify purpose – e.g., to help us validate that we are collecting data in the right place, for location-based analysis, etc.>.
If you wish to **photograph** participants:
If you do not plan to share photos publicly:
We would <also> like to take photographs of <be as specific as possible about what will be photographed> for <specify purpose – e.g., to allow us to analyze xyz>.
If you plan to use photos publicly in presentations, publications, etc.:
We would <also> like to take photographs of <be as specific as possible about what will be photographed> for use in publications or presentations about the study. <Explain any steps you will take to preserve anonymity for photo subjects if photos will be used publicly, e.g., photographing from behind.> Even though we will take these steps to preserve your anonymity, it still may be possible to identify you as a participant in this study if someone recognizes you in photos that are shared publicly.

If participants can opt out of this:
This is not mandatory—you can still participate in this study if you do not consent to <audio recording/video recording/GPS data collection/photography>, and there will be no negative consequences for opting out.

If mandatory:

This is required for participation in the study—if you do not wish to <be recorded/have these GPS data collected/be photographed>, that is fine, but you will not be able to participate in the study.

These <audio recordings/video recordings/GPS data/photos> will be securely destroyed as soon as possible once they are no longer needed, and only anonymous responses will be stored for future use.

If the data collection involves…

Anthropometric *measurements:*

We also would like to measure your <height/weight/etc.>.

Biospecimen *& other* ***biometric*** *data collection:*

We also would like to <collect/measure> your <heart rate/blood pressure/stress levels/etc.>. To do this, we will <explain procedure – e.g., put a cuff on your arm to take your blood pressure, prick your finger to collect a single drop of blood, etc.>. <Explain if participants will be informed of any relevant health information, e.g., high blood pressure.>

If participants can opt out of this:

This is not mandatory—you can still participate in this study if you do not consent to <list specific anthropometric measurements/biospecimen collection/etc.>. There will be no negative consequences for opting out.

If mandatory:

This is required for participation in the study—if you do not consent to <list specific anthropometric measurements/biospecimen collection/etc.>, that is fine, but you will not be able to participate in the study.

If collecting physical samples:

We will make every effort to keep the samples collected from you secure and ensure that they are only handled by authorized members of the research team.

Compensation

Will I be paid or given anything to take part in this study?

If yes:

As a token of thanks for your participation, you will receive <describe compensation, including amount & method of delivery, e.g., mobile money> for completing this <survey/interview/etc.>. <If participants will be compensated for any other procedures, mention this as well.>

If no:

You will not be compensated for participating in this <survey/interview/etc.>.

Benefits

Are there benefits to taking part in this study?

If subjects may benefit from participating in the study:

You might benefit from being in this study <state how participants might benefit – e.g., if participants may receive information via SMS on farming best practices>.

If there are **no direct benefits** to subjects:

You may not receive any personal benefits from being in this study. However, the knowledge gained from this study has the potential to benefit others in the future by <explain how people may benefit – e.g., improving outcomes for farmers, at-risk youth, etc.>.

Risks

Are there risks to taking part in this study?

- Below are possible risks applicable to many IPA studies. If there are other risks involved in your study beyond the ones covered below, please describe these risks as well. -

- Remove all that do not apply to your study -

Sensitive Questions

Some questions may touch on sensitive topics. If any question makes you uncomfortable and you prefer not to answer, you can skip it or stop the <survey/interview/etc.> at any point.

Since some of the questions are sensitive, we will ensure you are in a private space before commencing the <survey/interview/etc.>. Your privacy and comfort are our top priorities throughout this process.

Loss of Confidentiality

In all research studies, there is a risk that confidentiality may be compromised and others outside the research team may see your private information. The research team will use careful procedures to avoid this possibility and keep your information private.

If any **mandatory reporting** requirements may apply to your study:

Reporting & Legal Implications

If you share with us that <you/your child> <have experienced abuse or neglect, are involved in child labor, may be at risk of harming themselves or others, etc.>, we will be required to report this to <specify where this will be reported – e.g., implementing partner, local authorities>. This may result in <specify possible consequences – e.g., resulting legal procedures>

If you will collect **biometric data**:

Physical Effects

Participants might encounter physical discomforts such as <xyz>.

For greater than minimal risk studies, if applicable:

This study may involve risks that cannot be anticipated at this time. If we learn of anything that may affect your decision to participate, we will inform you as soon as possible so you can reconsider your continuing participation in the research.

Confidentiality and Data Protection

We will use careful procedures to protect and maintain the confidentiality of any information and/or responses collected during this research study.

*If **PII** will be collected:*

This includes any personal data that we collect from you (e.g., your name, address, or other info that could be used to identify you or your responses).

We rely on your explicit consent as the legally permitted reason that we can collect and use these identifiable data. If you have any questions or would like to exercise any rights in relation to the data we hold about you, please refer to <link or refer to the relevant privacy notice for the country>.

*If **no PII** will be collected:*

None of your responses will be linked to your name or any other information that could identify you personally.

Who will see my information?

The responses you provide will only be accessible to the research team and individuals from <IPA/other non-IPA organization> who oversee the research.

*If **PII** will be collected (can exclude if not collecting PII):*

Information that might identify you or your responses will only be disclosed to others outside this team of authorized researchers with your permission or as required by law.

For a **focus group discussion**:

We ask all members of this group to respect each other's privacy and not repeat later what people said in today's discussion. Please keep in mind that because we are in a group setting, we cannot guarantee that others in the group will not repeat what you said after you leave today.

How will my data be kept safe?

We will protect your confidentiality by ensuring all research data is collected and stored only on password-protected and encrypted devices in a manner consistent with all data security procedures.

If any **country-specific data protection** language should be included:

*If law requires that you obtain permission to share PII **outside of the originating country** :*

Your responses may be shared to <list countries where data will be shared—e.g., other IPA offices, partner organizations, PIs' universities>. We will also store your responses in secure servers hosted in <detail location of servers of the systems used—e.g., servers hosted in the United States>. We ensure appropriate safeguards are in place when sharing any identifiable data outside of the originating country.

If any other language should be included:

<Insert text entered by research team.>

What happens after the study is done?

Once we finish our study and no longer need your personal data, we will remove any details that could identify you. If we publish or present results of this study, we won't include anything that could reveal who you are.

Language about whether you will **use or share data for other/future studies**:

It is possible that we may wish to use information collected through this study for future research on different topics. We may even wish to share this information with other researchers.

*If you will only use/share **de-identified data**:*

Before we use or share these data, we will remove any information that could identify you. We will not re-contact you to ask for consent for these future studies as we will not use or share any data linked to you personally.

*If you plan to use/share **data linked to PII**:*

This information may include your personal data (e.g., your name, address, or other info that could link your responses to you personally). We will ask if you give consent for your identifiable information to be used or shared for future research at the end of this form. This is optional—you can be a part of this current research project without agreeing to allow future use of your identifiable information.

Language about **re-contact for future studies**:

*Default language (if participants' contact info will **not be shared outside the research team**):*

We may re-contact you in the future to invite you to participate in other studies. You may opt out of those studies and opt out of future invitations at any time.

*If you plan to **share contact information with other research teams** (to conduct future studies with same population):*

We would like to share your contact information with other research teams so that they may invite you to participate in other studies. This is optional—you are free to decline if you are uncomfortable. Even if you say yes now, you are free to decline any future invitations to take part in other studies.

Contact Information

Who can I talk to with questions about this study?
If you have any questions, comments, or concerns about this study, you can contact the research team using the information below:

<name of Research Associate/other responsible project personnel>
<title, e.g., Research Associate>
Phone: <local phone number>

If you have questions or concerns that you would like to discuss with someone other than the researchers, you can contact <*if more than one IRB:* one of> the ethics committee<s> overseeing this study. Their role is to protect the rights of people participating in research studies.

IPA IRB
Email: humansubjects@poverty-action.org
Please reference project ID number <5-digit IPA ID number> in your email.

If applicable:
<name of other/local IRB>
<Email/Phone>: <email address/phone number>

If you have any questions or concerns about how IPA processes your personal data, or if you wish to exercise any rights in relation to this, you can contact the Data Protection Officer using the information below:

<name of Country Data Protection Officer>
<Email/Phone>: <email address/phone number>

Questions:

If a person (e.g., **enumerator**) will conduct the consent process:
Do you have any further questions? [Yes/No]

If I have answered all your questions, do you agree to participate in this study?

*If only obtaining **verbal** or electronic consent (e.g., an online checkbox):*
Do you agree to participate in this study?

Yes____ No____ Date_____

*If obtaining a **written signature**:*

Participant Signature:

_____ _____

Signature/Thumbprint Date

Signature of Individual Obtaining Consent

_____

Printed Name of Individual Obtaining Consent

_____ _____

Signature of Individual Obtaining Consent Date

- Remove all that do not apply to your study -

Most common questions:

Do you agree to be contacted in the future for follow-up parts of this study?

Yes____ No____

Do you give permission for this <survey/interview/etc.> to be <audio-recorded/video-recorded/photographed>?

Yes____ No____

Do you give permission for us to record the GPS location of this <survey/interview/etc.>?

Yes____ No____

Other questions:

Do you give permission for us to <collect/measure> <list any anthropometric measurements/biometrics/biospecimens>?

Yes____ No____

Do you give permission for <photos/video recordings/audio recordings> taken of you during this <survey/interview/etc.> to be used publicly in presentations or publications about the study?

Yes____ No____

Do you wish to be contacted later about the results of this study?

Yes____ No____

ONLY if you plan to share or store data linked to PII **outside the originating country**:
Consent to share or store your personal data outside of the originating country:

We, the research team, may share or store your identifiable data *(meaning: research data linked to information that could be used to directly identify you, like your name or home address)* to the following locations for the following purposes:

- <list location and purpose—e.g., US – storage of data within secure servers>

Do you give permission for us to share or store your identifiable data outside of <insert originating country> to <insert countries where data will be shared or stored>?
Yes____ No____

ONLY if you plan to **use or share data linked to PII** for other future research studies:
Consent to use or share your personal data for future research:

We, the research team, may wish to use your identifiable data *(meaning: research data linked to information that could be used to directly identify you, like your name or home address)* for future research studies. We may also wish to share these data with other researchers.

Future studies may be investigating similar topics as this project, or they may be about something completely different. We will not re-contact you for additional consent to use or share your identified data if you give permission here.

You can contact us at any time to ask us to stop using your identified data. However, we will not be able to take it back from research projects that have already used it.

Do you give permission for the research team to use or share your identifiable data for future research?

Yes____ No____

ONLY if you plan to **share contact information with other research teams** (to conduct future studies with same population):

Consent to share your contact information with other research teams:

We would like to share your contact information with other research teams so that they may invite you to participate in other studies.

You are free to decline any future invitations to take part in other studies.

You can contact us at any time to ask us not to share your contact information with other research teams. However, we will not be able to take it back from research projects that have already used it.

Do you give permission for us to share your contact information with other research teams so that they may invite to you participate in other studies?

Yes____ No____