**Template IV**

**INSTITUTIONAL ETHICS COMMITTEE**

**FACULTY OF SOCIAL SCIENCES**

**JAMIA MILLIA ISLAMIA**

**NEW DELHI**

**Informed Consent Form\***

**Introduction**

*Greetings {use local terms}!* My name is\_\_\_\_\_\_. I am from (name of Department/Centre), Jamia Millia Islamia, which is an academic institution, since 1920 based at New Delhi.

**Purpose of the Study**

We are conducting a study …………. (objective of the study). To this end, we want to talk to (respondent/participant category) to get their views about the issue.

**Procedures and your role in this research**

We have selected around ….. (sample size) ……… (respondent/participant group) from ……….. (number of locations) of (district/state). You are one of those selected. If you agree we will ask you questions about (key parameters of the survey questionnaire).

This interview/questionnaire/FGD/(any other data collection method being used) will take about \_\_\_\_\_ minutes of your time and will be conducted in a private area of your home/office/public space (specify).

**Possible risks and benefits**

There are no direct benefits to you for taking part in this research. But your response will help us understand the future intervention strategy to improve……………… (interventions purpose e.g. knowledge, awareness and skills) of ……… (respondent/participant group) to have a better …………. (type of service/facility/intervention).

You may feel embarrassed, worried, anxious, or uncomfortable by some of the questions we may ask. You can refuse to answer any such questions.

**Confidentiality**

This information that you provide during the study will be kept confidential. No one, including your family members, will ever know your response. Your name or other information that could identify you will not be written anywhere. The responses of all (respondents/participant groups) will be analyzed to design future intervention strategies.

All consent forms, questionnaires, notes transcripts, and audio files from this study will be stored in a locked filing cabinet, only to be used by the authorized personnel. The soft copies (in Word format or PDF Format) will be password protected, to be accessed only by the authorized personnel. Any audio files will be deleted after transcription and will be only used for the purpose of research.

**Participation is voluntary**

You are free to say “yes” or “no” to participate in the study. You can also refuse to answer any particular question. Nothing will happen if you decide to say no to me.

Do you have any questions that I can clarify? Do you have any questions about the study? If you have any questions later on, I will be happy to provide you with more information or you can contact the …… (name of Ph.D. scholar/PI) at the following telephone number/mobile number and/or address.

Tel no.:

Postal address:

E-mail ID:

It is not compulsory, but you may please sign this form.

**RESPONDENT’S/PARTICIPANT'S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_**

**Investigator’s Statement [ DO NOT READ]**

I have explained to the respondent/participant and they have understood the purpose and the procedures to be followed, and the risks and benefits involved. They have agreed/disagreed to participate in the interview.

NAME OF THE INVESTIGATOR: \_\_\_\_\_\_\_\_

SIGNATURE OF THE INVESTIGATOR: \_\_\_\_\_\_\_\_\_\_

DATE:

[INVESTIGATOR: PLEASE KEEP A COPY OF THIS FORM IN YOUR RESEARCH RECORDS AND ALSO SHARE A COPY WITH THE RESEARCH PARTICIPANTS]

**Informed Assent of Minor (<18 yrs.)**

Hello, my name is ……… and I am associated with (department/center name), Jamia Millia Islamia in the capacity of …………. (Faculty, Research, Scholar, Research Associate, Field Investigator). We are conducting a (*name of the study*) ……………. in (*name of the place).*

I would like to talk to you on (the *key issue to be covered in the research).*

This (interview/focused group discussion/other methods of data collection being used) will take ……. minutes to complete. Any information provided by you will not be shared with anyone including your parents/guardians/caregivers. Information shared by you is very valuable in the relevant field. Your participation in this research is voluntary and even if you choose to participate, you may refuse to respond to any particular question(s).

May I begin the interview with you now?

Yes…..

No…..

**Investigator’s Signature:\_\_\_\_\_\_\_\_**

**Date:**

INVESTIGATOR: PLEASE KEEP A COPY OF THIS FORM IN YOUR RESEARCH RECORDS.

\***This Institutional Ethics Committee (IEC) proforma is based on and adapted from the proforma developed by the Centre for Media Studies, New Delhi and the Tata Institute of Social Sciences (TISS), Mumbai and is used with appreciation and acknowledgement of their expertise.**