Guidelines for letter of consent to participate in research

This letter must be written in straight-forward language without jargon.

Each participant should receive their own copy of the consent form that they can keep.

The following items of information must be included in a consent form:

• Introduction stating full name and status. Please be explicit about your status (e.g., trainee, postgraduate student on clinical psychology course, etc.). Any attempts to disguise or overstate your status will result in a rejection of your ethics application.

• A brief description of the task(s) involved. Do not overstate the impact of your potential findings.

• A statement on confidentiality and also a statement allowing the participant to withdraw at any time during the study without prejudice (specifying that they may only withdraw up until the date that the project will be submitted). Please note any limitations there might be regarding confidentiality (e.g., you are legally obliged to disclose any information received regarding child abuse). Include a statement on participants’ rights under the Freedom of Information Act.

• Your contact details (e.g., so participants can obtain further information about the study) and those of your supervisor(s) (clinical and academic, if applicable). Contact information must include the name, addresses, TCD work telephone and fax numbers of both the student and the supervisor. Do not include personal contact details.

• A photocopy of your TCD identity card.

• The consent form can incorporate the information sheet or these documents can be separate.