

## Tool 3.6: Interview Informed Consent Form Template



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Please consider this information carefully before deciding whether or not to participate in this research.

Purpose of the research:

*[Insert a few sentences about the purpose of conducting the research.]*

What you will do in this research:

*[Insert a few sentences to explain to the participant how they will be participating in the research. For example: You will participate in a personal one on one interview where you will be asked to answer various questions about your experience as someone that works in a fine dining restaurant].*

Time required:

*[Insert how long the interview will take.]*

Risks:

*[Insert any anticipated risks associated with the research. If there are none, write:]* There are no anticipated risks associated with participating in this study. Your name and any other identifying information will NOT be shared with anyone.

Benefits:

*[Write any benefits that will be gained through this research. For example, at the end of the study we will write a report, which will document your experiences as well the experiences of all of the other restaurant workers who participate in the study. The report will provide important information on the restaurant industry and what can be improved to make the industry work better for you other members of your organization.]*

Compensation:

*[If you are providing compensation for participation, include the amount here.]*

Confidentiality:

Your participation in this study will remain confidential, and your identity will not be stored with your data. Your responses will be assigned a code number, and the list connecting your name with this number will be kept in a locked room and will be destroyed once all the data have been collected and analyzed. Additionally, when quoting interviews, we will simply refer to the quoted individual as “participant #1 (with a random numerical assignment to each participant) so that the person will not be identifiable as working for a particular vendor and the person themselves will not be identified either.

Participation and withdrawal:

Your participation in this study is completely voluntary, and you may withdraw at any time without penalty. You may withdraw by informing the researcher that you no longer wish to participate (no questions will be asked).

Contact:

If you have questions about this research, please contact \_\_\_\_\_ at \_\_\_\_\_.



**Agreement:**

The nature and purpose of this research have been sufficiently explained and I agree to participate in this study. I understand that I am free to withdraw at any time without incurring any penalty.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

