



Guidelines for Preparing Consent Forms

A Consent Form should include:-

1. Study Title.
2. Name and contact information of the Investigators.
If the Researcher is an Undergraduate or Postgraduate Student, contact information of his / her Faculty Advisor should also be presented.
3. A description of the procedure of the study in which the Participants will be asked to perform.
4. An estimation of the length of time for which the Participants will need to carry out the above procedure.
5. Information on potential discomfort or risk reasonably to be expected by the Participants.
6. An assurance that participation in the study is the result of voluntary decision by the Participants.
If the Participants are younger than 18-year-old, voluntary decision by the Participants' parents / guardians will be required.
7. An assurance that the Participants may withdraw from the study at any time without penalty.
8. An assurance that the Participants' person information (protected under law by the Hong Kong Personal Data Privacy Ordinance) will be used for research purposes only, and will NOT be given out to other parties unless requested by legal authorities.
9. Contact information for further inquiries and concerns about the study.



Example -- Consent Form

Consent Form for Research Participation

Study Title: Visual word memory

Experimenter

Name: Crystal STUDENT

Phone: 97638199

Email: student@gmail.com

Research Supervisor

Name: Michelle MENTOR

Phone: 89349009

Email: mentor@gmail.com

The research that you will be participating in today is part of a Chinese University of Hong Kong, Department of Psychology project conducted by Ms Student and supervised by Professor Mentor. The project investigates how we remember visual words.

During today's session, you will be asked to complete two task blocks. The first block will be a study block. You will see words one by one on a computer screen with the task to carefully attend to the words and to commit them to memory. During the second block, you will be shown the same words again intermixed with new words. Your task will be to decide for each word whether or not you have encountered it in the study block. You will indicate your decision by pressing a button on a keyboard.

The entire session should last about 30 minutes.

Experimental tasks can be cognitively demanding and you might feel some fatigue. No other discomforts are expected. The risks involved in this research are deemed ordinary and not different from the risks you encounter in normal day activities.

Your participation in this research is entirely voluntary.

You may withdraw from participation at any time without penalty. In this case, you will be credited for the duration of time you have participated. You may ask the experimenter to discard your data.



Example -- Consent Form

You will be debriefed in more detail about the project goals once you have finished the experiment. If you have further questions, please address the experimenter or call **Professor Mentor** at 89349009. If you have any concerns about this research you may also contact Prof. Qian WANG (3946456), the Research Director of the Department of Psychology at The Chinese University of Hong Kong.

My signature below indicates that I have read the above description and voluntarily consent to participate in this research. I understand that I will require the signature of a parent if I am younger than 18 years.

Participant name

Student number

Participant signature

Date

Parental signature
(For participants below the age of 18 years.)

Date