

## CONSENT TO PARTICIPATE IN RESEARCH FORM

What's the purpose of your study? What will happen during your study? Will my information be kept private? This guide will help you organize and request participation.

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a part of



COMMUNITY BASED  
PARTICIPATORY RESEARCH

## Consent to Participate in Research Services for XYZ Survivors of Intimate Partner Violence Focus Group Discussion

### Introduction

You are invited to participate in a research study with Researcher's Name at Name of Program or Organization. To participate in this study, you need to give your informed consent. Informed consent means you understand what this study is about, the potential risks of participating, and your rights and protections. This document gives information that is important for this understanding. Please take as much time as you need to decide if you want to participate. You do not have to participate, and you can stop participating at any time with no consequences to you. You can ask questions at any time.

### What is the Purpose of This Study?

The purpose of this study is to learn more about services for XYZ victims of intimate partner violence. You were invited to participate because xxx. We would like to hear your thoughts about xxx.

Explain why these participants were chosen. For example: "You were invited to participate because you identify as a Queer or Trans Latina that has been in contact with our organization within the past year."

Title of your research

Purpose of your study, using clear and simple language.

For example: "We would like to hear your thoughts about what services in the community you found helpful, what other services you would like or need, and barriers to reaching out for these services."



## What Will Happen During This Study?

If you decide to participate in this study, you will be part of an in-person focus group discussion with up to fifteen others. The focus group will take about two hours. The conversation will be recorded, and then typed up. We will tell you when the recording starts and stops. We will not ask for any information that may identify you. We ask that you do not give any identifying information about yourself or others, either.

## Do I Have to Participate in This Study?

No. Being in this study is completely voluntary. It is your choice whether to attend the focus group, and you can refuse to participate. You can also skip questions, or stop participating at any time. Whatever you decide, there will not be any negative consequences for you. You will still be able to receive the same services from Name of Organization. You will still receive full compensation for participating, even if you skip questions or stop participating.

## What Are the Potential Risks Or Discomforts If I Participate?

Since this is a group discussion, there is a chance that what you say may become public. We will try to reduce the risk of this happening. The group facilitator will ask all focus group participants to not share what they hear in the group with anyone outside the group. Still, we cannot control what other participants may do. So it is possible that they could talk about what you say in group to others.

The group facilitator will ask everyone in the group to maintain a respectful tone. However, it is possible that disagreements may occur. In rare

Say whether it will be audio recorded, videotaped, transcribed, etc.

It is very important to include this sentence, if your focus group participants are people who are or have been receiving services from your program.

It's important to have a counseling referral ready for any participant who needs it, and ideally on-site counseling or support, if possible.



cases, the facilitator may stop the discussion and/or ask anyone acting disrespectfully to leave. The facilitator will also try to ensure that everyone's voice is heard, and so may call on you if you have not spoken for a while. Even though we wish to hear from everyone, you may always refuse to answer any question at any time. You may also stop participating at any time, with no consequences to you.

You may feel upset or uncomfortable during the focus group. If that happens, the group facilitator will talk with you. S/he can also refer you to someone who may be able to help you, at no cost to you.

### **What Are the Potential Benefits if I Participate?**

Being in this study may not help you directly. But the information we learn from the focus group may help us xxx.

### **How Will My Information Be Kept Private?**

We will keep your records private to the extent permitted by law. Any information that is obtained in this study and that can be identified with you will remain confidential and will only be disclosed with your permission or as required by law. For example, under the law, we must report to the state suspected cases of child abuse, or if you tell us you are planning to cause serious harm to yourself or others.

As mentioned above, when a person is part of a group, what they say may become public. We will try to reduce the risk of this happening as described above in the "potential risks" section.

Example: "The information we learn from the focus group may help us understand better what programs and services Queer / Trans Latinas would like. It may also help us understand what we should do with this information."

Include this if any of the researchers is a mandated reporter.



We will not ask for your name or other information that might identify you. We ask that you do not give any identifying information about yourself or others, either. When the recording of the focus group is typed up, we will make sure that there is no identifying information about you or anyone else in the notes and/or transcript. The computer in which the focus group information is kept will be protected so that only people who have permission will be able to see that information. The recorded files and anything else with identifying information will be destroyed no later than one year after today's date.

Xxx, who are members of our research team, will have access to the information from the focus group. We may also share this information with the Asian Pacific Institute on Gender-Based Violence and/or their consultants, who are partners on this research study; and/or with other programs that work with survivors of abuse or violence.

The information from all the people in the group will be put together when we present the results or write about them. These results will not have any information that could identify participants.

### **Will I Be Paid for Participating in This Study?**

### **Will My Costs Be Covered?**

You will receive xxx for being in this research study. In addition, we will reimburse you for xyz.

You could ask participants to give themselves a made-up name at the beginning of the focus group, for example, and write it on a tent card in front of them.

Put the names of the research team members who will have access to the focus group data.

You can have a conversation with participants about what kinds of results or analysis they want shared publicly, versus other ways of sharing it or not.

Describe what the participant will receive for participating, e.g., value of gift card, etc. Describe what else you will provide or reimburse for, e.g., child care, transportation stipend, etc



## Whom Can I Contact About This Study?

If you have any questions, concerns or complaints about this study, please contact XXXX at XXXXX.

## How Do I Give My Consent to Participate in This Study?

If you understand and agree with everything stated above, please check the box below. We will also give you a copy of this consent form.

## Are You Willing to Volunteer for This Study and Be Recorded?

YES  NO

Designate 1 or 2 contact people at your organization or program. Include contact name(s), and at least one mode of contact (for example, phone number, email, or both).

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Signature of Facilitator / Person Obtaining Consent

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Date

