Annex 6 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

**INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE OF VILNIUS UNIVERSITY**

Name and surname of participant:

Participant's telephone number:

Participant's email address:

Name and surname, position of investigator:

Investigator’s institution:

Investigator’s telephone number:

Investigator’s email address:

**FORM OF INFORMED CONSENT[[1]](#footnote-1)**

The Research Ethics Compliance Committee Minutes No. *[xx]* approved on *[date]*.

*[Project and/or research title]*

Description of the project and the research: *[short paragraph outlining the aims of the project, methods, investigators involved and other relevant information]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Tick the box if you **agree** | Tick the box if you **do not agree** |
| 1. | I confirm that I have read and understood the information sheet for the above-mentioned project/research *["title"].* I have had the opportunity to read the information, ask questions and receive answers to my questions. | □ | □ |
| 2. | I am informed that my participation is voluntary and that I may withdraw from the study at any time without giving any reason and without incurring any negative consequences or penalties. | □ | □ |
| 3. | I have been informed about the process of the study. | □ | □ |
| 4. | I have been informed of the risks associated with participation in the study *[if applicable].* | □ | □ |
| 5. | I am aware of the benefits or compensation that I will receive as a result of participating in the study *[if applicable].* | □ | □ |
| 6. | I am aware that the data collected during the research may be reviewed by authorised persons outside the research team (e.g. the Data Protection Officer of Vilnius University, the Office of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania, the State Data Protection Inspectorate, court). | □ | □ |
| 7. | I am informed that the design of this study has been reviewed by the Research Ethics Compliance Committee of the Institute of International Relations and Political Science of Vilnius University and that this study has been approved. | □ | □ |
| 8. | I have been informed about who will have access to the personal data I have provided, how the data will be stored and what will happen to the data after the end of the project. | □ | □ |
| 9. | I have been informed that the results of the research will be made public. | □ | □ |
| 10. | I have been informed about who is funding this research. | □ | □ |
| 11. | I am informed who to contact if I have any questions about the research and my data protection. | □ | □ |
| 12. | I agree to participate in the research. | □ | □ |
| 13. | *[If applicable]* I agree to an audio recording. | □ | □ |
| 14. | *[If applicable]* I agree to a video recording. | □ | □ |
| 15. | *[If applicable]* I agree to photos being taken. | □ | □ |
| 16. | *[If applicable]* I have been informed how the audio recordings/videos/transcriptions/photographs will be stored and used to summarise the results of the research *[delete not relevant]*. | □ | □ |
| 16.1. | *[If applicable]* I agree to the use of direct quotations attributed to me when summarising research results OR | □ | □ |
| 16. 2. | *[If applicable]* I agree to the pseudonymisation of my interview and its quotations used to summarise the research findings[1] OR | □ | □ |
| 16. 3. | *[If applicable]* I agree to the anonymisation of my interview and its quotations used to summarise the research findings[2] OR | □ | □ |
| 16. 4. | *[If applicable]* I agree that my statements/quotes may only be quoted *[not mentioning my name and surname/ disclosing my name and surname].* | □ | □ |
| 16.5. | *[If applicable]* I would like the information listed on the right and contained in my interview to be removed from the storage and not to be quoted: |  | |
| 17. | *[If applicable]* I grant the Investigator full intellectual property rights to the data I provide for use in all work related to this and future projects. | □ | □ |
| 18. | *[Optional – edit the statement to match what you will be doing]* I agree that the data collected in this study shall be made available to investigators, even those working outside the EU, for use in other research. I understand that all data will be fully anonymised and that it will not be possible to identify me. | □ | □ |
| 19. | *[Optional]* I agree that my personal contact information (name, surname, phone number, email address) may be kept in a secure database for five years after the end of the project so that investigators can contact me for further future research. | □ | □ |
|  | Name and surname of research participant          Name and surname of the responsible person | Data          Data | Signature          Signature |

[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-GB&rs=en-US&wopisrc=https%3A%2F%2Fvult-my.sharepoint.com%2Fpersonal%2Fpaulius_vijeikis_tspmi_vu_lt%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F3e7cff1a163b4173beb7ea4f1e317ee4&wdorigin=AuthPrompt.TEAMS-MAGLEV.p2p_ns.rwc.Sharing.ServerTransfer&wdexp=TEAMS-TREATMENT&wdhostclicktime=1711613295393&wdenableroaming=1&mscc=1&wdodb=1&hid=39821BF6-F3AA-46B6-9C9D-AB3715C28F5C.0&uih=sharepointcom&wdlcid=en-GB&jsapi=1&jsapiver=v2&corrid=ae014dc5-d9fd-dbab-4c78-7a694478940b&usid=ae014dc5-d9fd-dbab-4c78-7a694478940b&newsession=1&sftc=1&uihit=docaspx&muv=1&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fvult-my.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_ftnref1) It is a type of processing of personal data where certain personal data are replaced by identifiers so that personal data cannot be linked to a specific data subject without the use of additional information. However, it is possible to restore the personal data to a specific data subject if necessary.

[[2]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-GB&rs=en-US&wopisrc=https%3A%2F%2Fvult-my.sharepoint.com%2Fpersonal%2Fpaulius_vijeikis_tspmi_vu_lt%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F3e7cff1a163b4173beb7ea4f1e317ee4&wdorigin=AuthPrompt.TEAMS-MAGLEV.p2p_ns.rwc.Sharing.ServerTransfer&wdexp=TEAMS-TREATMENT&wdhostclicktime=1711613295393&wdenableroaming=1&mscc=1&wdodb=1&hid=39821BF6-F3AA-46B6-9C9D-AB3715C28F5C.0&uih=sharepointcom&wdlcid=en-GB&jsapi=1&jsapiver=v2&corrid=ae014dc5-d9fd-dbab-4c78-7a694478940b&usid=ae014dc5-d9fd-dbab-4c78-7a694478940b&newsession=1&sftc=1&uihit=docaspx&muv=1&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fvult-my.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_ftnref2)It is a type of processing of personal data where any personal data that could identify a person is deleted so that the data from the investigation can no longer be linked to a specific person.

1. The format of the participant consent form provided in this Annex is for guidance only. The investigator should adapt the form to their own research by deleting irrelevant items and adding the necessary information. If signed physical forms of the information sheet are collected, they should be signed in two copies. The participant must retain one copy, and the other must be collected by the Investigator. [↑](#footnote-ref-1)