# CEBES – Consent Form

Below you find the points to consider when creating a consent form for an empirical study that involves persons and that does not need mandatory authorization along the Human Research Act. This guideline is part of step 3 of the CEBES procedure (source: "Formular Einverständniserklärung für psychologische Forschung der Ethikkommission der Philosophischen Fakultät"; this list is based on a template of the Swiss Society of Psychology; minor changes have been made due to the new Human Research Act).

Every person that takes part in an empirical study has to give informed consent that includes the following points:

1. Study title
2. Generally understandable short description of the goals and procedure of the study (e.g., how long will the study take) and the selection of the study participants.
3. Information on the institution and the responsible persons that conduct the study, information on the main funding sources.
4. Information on benefits (if any) of participation and of the study itself.
5. Information on inconveniences (if any) or risks of participation (use examples, if needed).
6. Information that study participation is voluntary and that one can withdraw from the study any time without giving any reason and without having a risk of detriments ("participation" only concerns the physical presence during the study itself, an eventual "right to withdraw" is discussed in point 8).
7. Information on incentives and compensation, if any.
8. Information on how the data is use and data protection procedures (e.g. anonymous collection, confidentiality of the data and data processing). If applicable, a right to withdraw the data may be stipulated, although this excludes anonymization of the data, or a note that such a right cannot be stipulated because of anonymization. If applicable, state that the anonymized data will be stored in a data repository to which other researchers have access.
9. Indication of a person that can be contacted if there are questions related to the study. If applicable, the name of the local Ethics Committee can be given to which participants could address questions or complaints.
10. Indication that the participant confirms having read and understood the consent form, that all their questions (if any) have been answered and that they participate voluntarily (usually in form of a signature). In case of online studies, one may note that by clicking on a button one gives informed consent.

Consent forms of studies that need mandatory authorization according to the Human Research Act may need additional points, e.g. regarding insurance coverage.

***Example of a consent form of an online study:***

**Thank you...**

... …for participating in the "What do values mean for me?" study. In this study, we investigate how people describe specific values. In participating, you contribute to research that intends to increase our understanding of the meaning of various values. It is hosted by researchers at the University of Zurich, Switzerland in agreement with ethical regulations of this institution.

**Study title**

**Short description**

**Institutional setting**

If you agree to participate, you will be asked to answer some questions, and the process should take approximately 15 minutes. Your responding to this survey is voluntary. If you decide to participate, you are free to withdraw at any time. You do not need to disclose personal information; all data will be made anonymous and will be treated as confidential. There are no direct benefits to you as a participant and there are no foreseeable risks to you for participating or declining to participate in this study. The collected data will be used for a scientific publication and may be stored in anonymized form in a data repository.

**Procedure**

**Voluntary participation, right to withdraw**

**Anonymity, confidentiality**

**Benefits and risks**

**Data usage**

At the end of the study you may participate in a lottery for four Amazon gift cards of 50$ each. For that, you would have to provide your e-mail-address.

**Compensation**

Please contact the following person for questions related to this study: Markus Christen, researcher at the Institute of Biomedical Ethics of the University of Zurich (christen@ethik.uzh.ch).

**Contact person**

By clicking on the button below, you indicate consent to participate.

**Explicating informed consent**