**Guidelines for Using This Template for Researchers (Please remove this text box)**

**This template serves as a guide for drafting an information sheet and consent form for social science research. Researchers should adapt this template to suit their specific study as follows:**

* **Black text contains essential content that must be retained.**
* **Red text indicates details that researchers must specify according to their study.**
* **Blue text [and any related red text] represents optional content that researchers may remove if not applicable to their research.**
* **Once finalized, all text should be changed to black.**

**When drafting the information sheet and consent form, use clear and simple language appropriate for the comprehension level of the participants.**

**AF/12-08/03.0**

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| **โลโก้มทสขาวดำ Human Research Ethics Committee**  **Suranaree University of Technology** | **Information Sheet for Research Participant** |

**Research Title**: [Specify the research title in Thai]  
**Principal Investigator**: [Specify the name of the principal investigator]  
**Affiliation**: [Specify the affiliation of the principal investigator]  
**Co-Investigators**: [List the names of co-investigators]  
**Research Funding Source/Sponsor**: [Specify the funding source; if none, state “None”]

**Dear [Appropriate Recipient, e.g., “Parents,” “Students”],**

I, [Specify the name of the researcher and their affiliation, e.g., “Mr. Jaidee Meekuntham, a master’s student in Environmental Health, School of Public Health, Suranaree University of Technology”], am conducting a research study titled “[Research Title].” The objectives of this study are:

1. [List each objective in a clear and simple manner]
2. …

The direct benefits you may receive from participating in this study are: [Specify the direct benefits expected for the participants. If there are no direct benefits, state: “You may not receive direct benefits from participating in this study. However, the findings will be beneficial for … (Specify whether they benefit an institution, academia, the public, or a community).” Remove any mention of direct benefits if not applicable.]

Your participation in this study is entirely voluntary. If you choose to participate, the researcher will request you to:

* **For questionnaire-based studies:** [Provide details, e.g., “Complete a questionnaire consisting of two sections: Section 1 includes 10 demographic questions, and Section 2 consists of 20 questions about diabetes self-care.”] The estimated time to complete the questionnaire is … minutes. You may return the completed questionnaire via … (Specify the method, e.g., by mail, depositing it in a designated box outside the meeting room, or collected by the researcher).
* **For online surveys:** [Modify accordingly, e.g., “You can respond to the questionnaire via a provided QR Code link.” Ensure the questionnaire follows the required template, such as a Google Form.]
* **For interviews or in-depth interviews:** [Provide details, e.g., “The researcher will conduct an interview on … (Specify study topics) … for approximately … minutes at … (Specify location) … or at a convenient and private location of your choice. The interview will be recorded with your permission. If additional information is required, the researcher may request another interview at a convenient time. If you do not wish to participate in a follow-up interview, only the data from the initial interview will be used.”]
* **For focus group discussions:** [Provide details, e.g., “You will be invited to a focus group discussion on … (Specify study topics) … for approximately … minutes. The researcher will schedule the session at …, with other participants who meet the following criteria: … (Specify participant characteristics) …, totaling … individuals. The discussion will be audio-recorded, and if you prefer not to disclose your name, you may use a pseudonym.”]
* **For observational studies:** [Specify details, such as the observation method, location, whether video/audio recordings will be made, and how confidentiality will be maintained.]

(*If multiple data collection methods are used, provide details for each method.*)

(*Audio, video, or image recordings should only be made if necessary for data analysis. If recordings are made, specify the reason and how they will be securely destroyed after data analysis is completed.*)

If you feel uncomfortable answering any questions, you have the right to skip them. *(Modify as needed, e.g., “If you feel uncomfortable expressing opinions in the focus group discussion, you have the right to remain silent,” or “If you feel uncomfortable being observed, you may decline to participate.”)* You also have the right to withdraw from the study at any time without prior notice, and your withdrawal will not affect … (*Specify as appropriate, e.g., “your work,” “the medical treatment you receive,” or “your academic standing*”).

The information you provide will be kept confidential and will not be disclosed individually. Only summarized findings will be reported. (*For qualitative research, use wording such as:* “The data you provide will be kept confidential. If the researcher includes direct quotations in the research report, thesis, or other academic publications, pseudonyms will be used instead of real names.”) The data will be de-identified to prevent any linkage to you. However, certain individuals may request access to personal data for verification purposes, including the Human Research Ethics Committee, research coordinators, study monitors, and regulatory officials. The researcher will securely dispose of all research-related data upon study completion. (*If data retention is planned, specify the retention period, reasons, protection measures, and participants’ rights to withdraw their data, along with a consent form for future use.*)

Participation in this research is voluntary and without compensation or financial burden. (*If compensation or tokens of appreciation are provided, specify details, e.g., “Participants will receive a 100 Baht compensation” or “Participants will receive a commemorative handkerchief worth 50 Baht.” Also, clarify the method of distribution.*)

If you have any questions regarding this study, please contact: [*Specify the researcher’s name, affiliation, faculty (if applicable), advisor’s name (if applicable), and a reachable phone number (more than one contact number if necessary)*].

If you feel that the research procedures are not being followed as described or wish to learn more about your rights as a research participant, please contact:  
**Human Research Ethics Office, Suranaree University of Technology**  
111 University Avenue, Suranaree Subdistrict, Mueang District, Nakhon Ratchasima 30000  
Phone: 044-224757  
Email: ecsut@sut.ac.th

**Thank you very much.** (*Modify the closing remarks to suit the target audience.*)

**Consent Form for Participation in Research**

I, (Mr./Ms./Mrs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the information sheet/listened to the explanation provided by (*name of the researcher/principal investigator*) regarding my voluntary participation in the research titled “………..” The explanation includes details about the research objectives, the procedures I will undergo and be subject to, the benefits I may receive from participation, potential risks, and measures to mitigate those risks. I have thoroughly read/listened to the explanation in the participant information sheet, received clarifications from the researcher, and had sufficient time to decide whether to participate in the study.

Additionally, the researcher has assured that my data will be securely stored and that my name and personal information will not be disclosed to the public. The research findings will be presented in an aggregated manner for academic purposes only. *(For qualitative research, use the following text: “Additionally, the researcher has assured that my data will be securely stored. If any of my statements are included in the research report/thesis or other academic publications, a pseudonym will be used instead of my real name, and no other identifiable information will be disclosed.”)  
[If the researcher intends to retain data for future use, specify this information here and provide an option for the participant to consent or decline.*]

**“My participation in this research is entirely voluntary,”** and I understand that I may withdraw from the study at any time without consequences or loss of any rights to (*Specify as appropriate, e.g., “your work,” “the medical treatment you receive,” or “your academic standing*) that I am entitled to now or in the future.

I fully understand the content of the participant information and consent form and, therefore, provide my signature below.

**Participant’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_  
 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

***In case of participants who are illiterate but can understand spoken information:***

I am unable to read, but the researcher has read the consent form to me in full and explained its content until I fully understood. I voluntarily provide my fingerprint as a mark of consent.

**Signature/Fingerprint of Participant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_  
 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Signature of the Person Obtaining Consent**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_  
 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Signature of Principal Investigator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_  
 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Note:** In cases where the participant is a minor (older child but under 18 years old) who can make an independent decision, both the child and their guardian must sign.

**Witness Statement (For cases where the participant is illiterate but can understand spoken information)**

I was present during the consent process and confirmed that the researcher read/explained the participant information sheet to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The individual had the opportunity to ask questions and provided informed consent voluntarily after receiving and understanding the relevant information.

**Witness’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_  
(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)