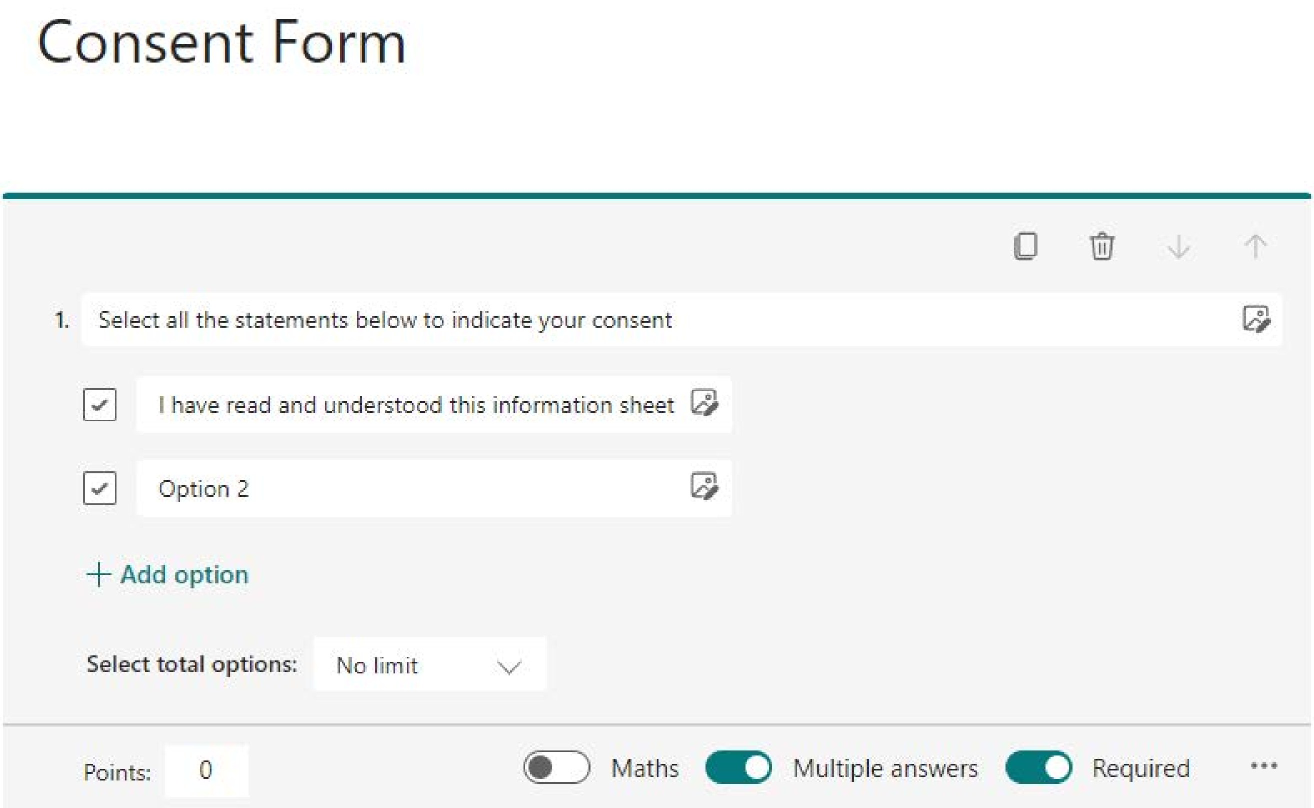
Recording participants' consent for online interviews and focus groups

It is crucial that you record participants' informed consent before commencing an interview or a focus group. This brief guide will take you through how to set up a consent form using Microsoft Forms, which you can then send to your participants.

When recording consent, check with the participants to make sure they had a chance to access and read the information sheet. If they haven't have a PDF copy prepared which you can send them in the video call chat.

1. Access Microsoft forms through by logging into your Microsoft 365 account. Click on the dot-grid symbol in the top left, and select "Forms" under the heading "Apps". If you can't see Forms, click on "All apps" and find it on the list.
2. Click on "New Quiz". A new tab will open.
3. Give your consent form a title, select "+ Add new" and "choice"
4. For the Question field, enter "Select all the statements below to indicate your consent"
5. Enter the consent statements as the Options for the study. These will the statements from the form that got approved by the ethics. See example of statements below. Add as many options as needed.
6. Select "Multi answers" and "Required"



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7. Add new question of type “Text”. Type “Sign your name below” into the question box. Tick the “Required” option.
8. Click on Preview in the top right to preview the form. If you’re happy with the way it looks, click on “Collect Responses”.
9. Under send and collect responses, select “Anyone can respond”
10. Copy the link and send it to your participants.

The collected responses will appear in the “Responses” tab. You can download these as an Excel spreadsheet if you need a proof of your participants’ consent. You will be able to see new responses when they come in - you can have this page open while your participants are responding to make sure everyone has given consent before moving on with the interview or a focus group.

If you have any questions, please get in touch with us at **HSSpsychlab@brighton.ac.uk**.

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