**Online Survey/Questionnaire Preface Template**

**Instructions:** **Delete all instructions and guidance notes *[italicized text in brackets]* and the UREO letterhead** prior to use in the activity. Adapt as appropriate according to the nature of your activity and participants (e.g. translate language). Refer to Endnotes for more guidance on content and types of informed consent.] [[1]](#endnote-1)

Title of the Activity:

Name of Principal Investigator (PI):

Contact Information of PI:

Name of Faculty Adviser *[required if PI is a student and is doing research]*:

Contact Information of Faculty Adviser:

You are being invited to participate in an online survey. Your participation is voluntary, which means you are free to choose whether or not to participate. If you decide not to participate, there will be no penalty or negative consequence.

*[It is recommended to be specific to the context of the participant. For ex., if employed: Your decision to participate or not will not have any impact on your job status or evaluations; if student: Your decision to participate or not will not have any impact on your class/school standing or evaluations.]*

Before you make a decision, you will need to know what the survey is about, the possible risks and benefits of participating in the survey, and what you will have to do if you decide to participate.

Do not proceed with the survey proper if you are unsure or have remaining questions. Please ask the investigator to explain anything unclear to you, including any words in this form. If you decide to participate, you will be asked to *[sign this form/indicate other action that would signify active consent of participant]* and a copy or record of your consent and the study information will be given to you. Keep this form as it has the contact information and answers to questions about the study.

**What is the purpose of the survey?**

The purpose of the study is to learn more about      .

* *Indicate a simple, accurate explanation of the purpose the study. Do not use scientific or professional jargon. Be clear; do not confuse or mislead. If the study is being conducted for a class, thesis, or dissertation, it should be mentioned here*.

**Why am I being asked to participate in the survey?**

You are being asked to join this study because      .

* *Explain why the participant is appropriate for recruitment to the study. People wonder why they have been chosen and may feel confused or concerned. If selection is random, then explain the process to the prospective participant.*

**What will I be asked to do?**

* *Explain the types of questions that the participants are likely to be asked in the survey. If the research involves obtaining personal (identifiable) and/or sensitive information, inform the participant.*

**How long will this survey be?**

Answering the survey will take approximately       minutes/hours.

**Are there any risks and what are they?**

* *The document or script should clearly state all possible or anticipated discomforts and risks regardless of severity. Common examples with online surveys are the amount of time, which can be burdensome if too long, and questions that could be of a sensitive nature and so could trigger strong emotions. It should also state what measures have been implemented within the study to minimize the possibility of occurrence of such risks.*
* *Particularly if the topic or questions can be sensitive or triggering, provide a referral to a mental health professional that they can talk to if they need it.*
* *For an online survey, a legitimate risk is the breach of confidentiality regardless of the care that the principal investigators take to protect it. Sample text is below.*

Due to the online nature of this survey, breach of data privacy is a possibility, but we have minimized these risks by      .

**What are the benefits of participating in the study?**

* *Indicate benefits to the participant and/or community and/or society as a whole. Compensation for participation in the study is not considered a benefit.*

**What happens if I do not choose to participate in this survey?** **Can I stop or withdraw from the survey even after it has started?**

You may choose to answer the survey or you may choose not to answer the survey. Your participation is voluntary. There is no penalty if you choose not to answer the survey. [*if appropriate*: You will not lose any benefits or advantages that you are now receiving or will receive in the future.] Your [*as appropriate*: teacher, parent, therapist, doctor] will not be upset with your decision.

* *Simply and directly tell the subject there are no negative consequences should they choose not to participate. The purpose is to mitigate any feelings of obligation or coercion on the part of the subject.*

You can stop your participation in the survey and withdraw your data at any time even after it has started by choosing not to submit your answers at the end. There is no penalty or loss of benefits if you decide to do so.

If you no longer wish to be part of the study, or if you want to withdraw your data so that the study will no longer use it,

* *Describe how subjects can withdraw themselves and/or their data from the study*

**How will confidentiality be maintained and my privacy protected?** **What** **personal or identifiable data will you obtain? Who will have access to or see my data?**

* *Explain how confidentiality will be maintained in this study. Sample text is below. Be specific about how records will be secured to protect the identity of the subject. Explain how subjects will be pseudo-anonymized; e.g. will code numbers be used? The content of this section will vary according to the research design. There may be more protections depending on the nature of the research (e.g. for sensitive research).*
* *State here if the results of the survey will be presented somewhere and for what purpose.*
* *Note: If there are limits to confidentiality, i.e. if professional ethics and/or legal regulations require the researcher to report information without the participant’s consent, then this must also be clearly stated in the informed consent form. Sample text is below; revise according to your research protocol:*

The information you provide is confidential. Your full name will not appear on any of the questionnaires, and information identifying you will not appear in any report or publication of this study. Only the principal investigator *[indicate other personnel]* will know the identity associated with the information collected for this study, and they will not reveal it to anyone else. You may refer to the data privacy policies of [*indicate platform being used*] here: [*provide link*].

There are instances in which information concerning your interview/data would have to be released without your consent. This would happen if \_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. you pose a serious danger to yourself or others, or if there is evidence to suggest child abuse or neglect.]*

# Will I be paid for participating in this study?

* *Description of any monetary or other form of compensation (e.g. food pack, gift certificate), if participants are being compensated for their time, effort, and travel.*
* *Compensation has to be judicious and commensurate to the effort and time expended by the participant and not exploitative or coercive.*
* *If there is no compensation for participation in this study, state that here.*

# Who can I call for questions about the study or if I’m concerned about my rights as a research participant?

If you have questions or concerns regarding the study and your participation in it, contact the Principal Investigator listed on page 1 of this form.

If a member of the study team cannot be reached or you want to talk to someone other than those working on the study, you may contact the University Research Ethics Office at the Ateneo de Manila University by calling mobile no 0945 2136758 or landline (632) 8426-4001 local 4030 for any question, concern, or complaint about your rights as a research subject.

Do not proceed to the survey proper unless you have understood everything very clearly and, if necessary, obtained the necessary clarifications from the principal investigator. Proceed to the survey proper only if you are fully and freely consenting to answer the survey. Proceeding to the survey proper implies that you are granting your consent to participate in the study.

*This should be followed by a button that the participant needs to click to proceed to the survey proper.*

Endnotes [Do not include as part of your preface

1. In obtaining informed consent, researchers should inform prospective participants about:

   1. the purpose of the research, expected duration, and procedures;
   2. why and how they were selected for recruitment in the study;
   3. their right to decline to participate and to withdraw from the study after participation has begun, and how to withdraw consent if they decide;
   4. any foreseeable consequences of declining or withdrawing;
   5. potential risks, discomforts, or adverse effects and other reasonably foreseeable factors that may be expected to influence their willingness to participate;
   6. any prospective research benefits, direct and indirect;
   7. confidentiality protections and limits of confidentiality (if there are);
   8. any incentives or compensation for participation; and
   9. whom to contact for questions about the research and research participants’ rights

   [↑](#endnote-ref-1)