The examples provided include a consent form for in-person interviewing, and a consent form for remote interviewing. These can be used as a guide in creating your own. Your own consent form will be reflective of your own research goals and disciplinary best practices, it should contain all the information needed so that potential participants may opt-in with *informed consent*.

In addition to the ethical requirements outlined in the “Consent form Checklist,” and any applicable guidance provided for on-line and [in-person research during COVID-19](https://www.uwinnipeg.ca/research/human-ethics.html), a consent form should include: Who are you? What are you doing? Why is it important (research context)? What will participants be asked to do? What are the risks and benefits? How will you keep the interviews secure for the duration of your research? How will the interviews be used? What will happen to the interview once your research is complete?

While it is preferable that participants choose to do so under their given names, particularly if the interviews are to be preserved in an archive, researchers that intend to offer confidentiality or anonymity are advised to consult these definitions in the Oral History Association’s “[Manual of Best Practices](https://www.oralhistory.org/archives-principles-and-best-practices-complete-manual/)” to determine if it is practically possible to uphold these conditions in the context of the research being conducted, and feasible to do so with the resources available to the study.

If, after your research is complete, you intend to make the research available to others using a research data portal, it is important to disclose this to participants. Following, if you intend to archive your interviews, it is recommended that you contact the repository in advance to determine if they will accept your collection of interviews, and if they will require a separate Copyright Agreement be completed (such as that used by the Oral History Centre) in order to manage the records in a way that is feasible for the repository, and agreeable to the interviewee.



CONSENT FORM

Dear [Participant],

Thank you for agreeing to participate in an interview. This interview will be conducted as part of my practicum placement with the University of Winnipeg Oral History Centre, as a student in the University of Manitoba’s Master of Human Rights Program. My practicum is broadly focused on the intersection of human rights and oral history.

As part of my practicum experience, I have listened to the interviews conducted as part of the Manitoba League of Persons with Disabilities Oral History Collection in order to prepare the collection to be discoverable in an archival catalogue, and accessible to researchers online. The next stage of my practicum is to conduct an interview, which will be informed by what I have learned through this experience.

I have invited you to participate in this interview as, although you were the lead interviewer for the Manitoba League of Persons with Disabilities Oral History Project, you were not interviewed for the project yourself. In light of your long-term involvement with the Manitoba League of Persons with Disabilities, and disability rights advocacy in Manitoba, the absence of your experience is a significant omission in this collection of records. Your voice and experience would be a valuable contribution to the historical record concerning activism and advocacy concerning the rights of persons with disabilities in Manitoba.

As this interview is intended to complement the “Manitoba League of Persons with disabilities Project,” the goal of this interview follows the project’s original intentions, which was to better understand “the formation and development of the Manitoba League of Persons with Disabilities and its contribution to the national and international movement to secure legal and social equality for persons with disabilities.”[[1]](#footnote-1) In addition, your interview will be archived alongside the existing interviews at the Oral History Centre Archive, where it will be catalogued and made publicly accessible according to the terms you state in the interview Copyright Agreement. If you do not wish for your interview to be archived, it will be deleted.

As in the original study, I will use the life story interviewing method. Life story interviews consist of two parts: In a first part, I will ask you to tell your life story as extensively as you wish. This phase can take anywhere from 30 minutes to several hours; some people take less time and others take much longer. In a second part, I will ask follow-up questions about your involvement with the MLPD and your activities as an advocate and activist in the disability rights movement. Interviews sometimes take several sessions, which can be scheduled at your convenience.

In agreeing to participate you will be making a valuable contribution to my practicum experience, the Oral History Centre Archive, and the historical record concerning disability rights advocacy and activism in Manitoba. There are no anticipated risks associated with this interview, and your participation is completely voluntary; you are free to withdraw your consent at any time, including during the interview. You can decline to answer any questions that you do not wish to answer. I do not anticipate any risks associated with participation. However, in the event that questions about more difficult experiences in the past may elicit uncomfortable memories, I can provide directions to immediate counseling services should you feel unsettled by the experience and feel a need to speak to a qualified counsellor. If you know of any possible risk associated with your participation, please inform me.

The interview will be conducted online, using the remote recording interface Zencastr. All you will need to participate is an internet connection, a computer with 2GB of free hard drive space, and either the Firefox or Google Chrome browser installed. At the beginning of the interview, I will email you a link, which you will click on to join the call. This remote-recording technology will store the interview locally and does not use any cloud-based storage. Once we have concluded the interview, we will both have the opportunity to download the audio recordings created. This research has been approved by the University Human Research Ethics Board.

Once I have downloaded each audio file, the recordings will be delivered to the Oral History Centre Archive using the University of Winnipeg’s secure cloud sharing utility, which is based inside the University of Winnipeg. The Oral History Centre will combine the audio recordings from each participant into a single audio file, and I will create a transcript and summary of the interview before it is archived. Since the recordings will be stored locally and transferred using a trusted cloud platform, we do not anticipate any security risks in conducting and transferring the interview online.

If you would like a copy of the interview, the interview transcript, or both, these can be provided to you once they are completed.

If you have any further questions, you may contact either of my practicum supervisors: Brett Lougheed, Director of the University of Winnipeg Oral History Centre at b.lougheed@uwinnipeg.ca (123-456-7890) or Kimberley Moore at ki.moore@uwinnipeg.ca .

If you have any concerns about this practicum, or the interview, you can also contact the Ethics Program Officer, at 204-786-9058 or by email at ethics@uwinnipeg.ca.

*Please indicate your consent for this interview by initialing the appropriate options on the following page:*

Please check one:

\_\_\_\_\_ I do agree to be interviewed as described above.

\_\_\_\_\_ I do not agree to be interviewed as described above.

\_\_\_\_\_ I do agree to have the interview recorded.

\_\_\_\_\_ I do not agree to have the interview recorded.

\_\_\_\_\_ I do agree to have my name used in publications resulting from this research project.

\_\_\_\_\_ I do not agree to have my name used publications resulting from this research project.

If you have indicated that you do not wish to have your name used, provide a pseudonym below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewee’s Name: (please print):

Interviewee’s Signature:

Date:

Interviewer’s Name: (please print):

Interviewer’s Signature:

Date:

A copy of this consent form will be provided to you. Thank you for your support.

1. Quoted from original Consent Form provided with the Manitoba League of Persons with Disabilities Oral History Project. [↑](#footnote-ref-1)