Checklist informed consent form

A. Researchers obtain active informed consent from participants prior to the data collection. This is done by a deliberate act of the participant (“opt-in”).

B. Depending on the type of research, any deliberate and demonstrable act of consent can be valid. This can be done in means like writing, digitally and verbally.

C. In case of mentally or legally incompetent participants, informed consent is obtained from the legal representative(s). It is good practice to also ask the participant where possible.
   - For mentally incompetent participants, informed consent is obtained from the legal representative(s).
   - Minors younger than 12 years old, informed consent is obtained from the parent(s) or legal representative(s). It is good practice to, where possible, ask the minor for age-appropriate informed assent (= act of agreeing to participate).
   - For minors 12-15 years old, informed consent is obtained from the minor and the parent(s) or legal representative(s).
   - From 16 years old, consent is only obtained from the participant. For minors 16-18 years old, it may be good practice to inform the parents or legal representatives. For some type of research, it is even needed to ask consent of the parent or legal representative(s).

D. Ensure that participants explicitly consent to the following:
   - Being informed about the research
   - Opportunity to ask questions
   - Time to consider participation
   - Voluntariness
   - [If applicable] Agrees with the collection of (special) personal data (example: “Ik geef hierbij toestemming voor het verzamelen van mijn (bijzondere) persoonsgegevens en/of video/audio-opnames).
   - Right to decline to participate and to withdraw from the research without any given reason
   - Collected data can be used for the research purposes
   - [if applicable] Anonymous data collection or anonymous data processing
   - Availability of data for open science (if applicable)
   - Data storage of 10 years at the secured server of the OU

E. Researchers should keep adequate records of when and how informed consent was obtained. In any case, researchers must be able to explain how voluntariness is established.