

**Instructions for Researchers
in Preparing an Information Sheet for Questionnaire, a Participant Information Sheet
and an Informed Consent Form**

1. The example of Information Sheet for Questionnaire, Participant Information Sheet, and Informed Consent Form have been prepared to meet the international standards of ethical principles in human research and conform to the Personal Data Protection Act B.E. 2562 (PDPA 2019) in order to ensure that the research is conducted accurately and in compliance with the laws based on the principles of Freedom of the Data Owner, the “Participant”, and the Personal Data Controller, the “Researcher”; i.e. the participant has freedom to provide information, deny to provide information, or withdraw his/her consent (Chapter 3 of PDPA), while the researcher has to request consent from the data owner (Part 1 of PDPA) and inform of the data collection (Part 2 of PDPA).
2. The researcher is requested to use all topics in the example of Information Sheet for Questionnaire, Participant Information Sheet, and Informed Consent Form but the content of each topic can be adjusted as appropriate for his/her own research project. Items in the document with an asterisk symbol (*) are additional topics which can be deleted, should the researcher considers that they are irrelevant.
3. Do not include this instructions when submitting the Information Sheet for Questionnaire, the Participant Information Sheet and the Informed Consent Form.
4. The Participant Information Sheet and/or the Informed Consent Form shall be applied for the research involving human subjects of Expedited Review and Full Board Review projects. However, for Exemption Review project, the Information Sheet for Questionnaire or the Participant Information Sheet can be used for explaining to the participant for more clarification.
5. The first-time arrangement of the Participant Information Sheet and the Informed Consent Form must be indicated as “Version 1.0” together with the date, month and year of such arrangement. For the first amendment, “Version 2.0” must be indicated together with the date, month and year of such amendment. And if there is still further amendment, the

version, date, month and year must be changed and indicated everytime of each amendment.

6. The medical and technical terminologies should be used as least as possible. If necessary as there is no Thai terminology to substitute for any terminology, the transliteration must be used with its English terminology in the brackets indicated next to such Thai transliteration.

In case there is any specific terminology (e.g., medical term, educational technical terms) used in the research project, please specify the definition or the meaning in the Information Sheet for Questionnaire, the Participant Information Sheet, and the Informed Consent Form.

7. In case the research procedure concerning the participant consists of many steps and is complicated, it should be summarized in the table or diagram for easy understanding, in both the research project and the Participant Information Sheet.
8. In case the participants are minors under 20 years of age (at the time of giving consent), the Participant Information Sheet and the Informed Consent Form are required. The document shown in the table below is applicable based on age of participants. The table shown below shall also be applied to the incompetent and quasi-incompetent participants. (Table shown below – Section 20 of PDPA).

Age of Participant	Document Applied for Minors	Document Applied for the Parents
Under 10 years old	It is optional to apply the Participant Information Sheet and the Informed Consent Form. In case of applying said document, use images or language that are age appropriate for minors to mark or sign to be participant.	It is necessary to have the participant’s parents, or the legal representative signed on the Participant Information Sheet and the Informed Consent Form to consent such minor to be participant.
<u>Consent Process</u>		

Age of Participant	Document Applied for Minors	Document Applied for the Parents
	The researcher reads the document to the minor and the parents, asks for the minor's willingness to participate, then, asks for consent from the parents or the legal guardian.	
10 years old, but not yet reaching 20 years of age (including the incompetent and quasi-incompetent participants)	It is necessary to apply the Participant Information Sheet for minor using images or language that are age appropriate and The Inform Consent Form for the minor to mark or sign for consent to be participant .	It is necessary to have the parents, or the legal guardian signed on the Participant Information Sheet and the Informed Consent Form to consent such minor to be participant (or request consent from the curator of the incompetent participant, or from the guardian of the quasi-incompetent participant) .
	<p><u>Consent Process</u></p> <p>1. The researcher reads the document to the participant or let the participant read by himself/herself, then, asks for the participant's consent to participate in the research.</p> <p>2. The participant signs for consent, then, have the parents or the legal guardian signed for consent afterward or the participant and the parents sign for consent at the same time (please adjust the process as appropriate for the incompetent and quasi-incompetent participants).</p>	
17 years old, but not yet reaching 20 years of age (minors have reached the age of	It is necessary for the minor having reached the age of majority upon marriage to sign on the Participant Information Sheet and the Informed Consent Form.	No consent required from the parents or the legal guardian.

Age of Participant	Document Applied for Minors	Document Applied for the Parents
majority upon marriage)		

9. In case the participant is incapable of reading and/or writing, it is necessary to have a process of explaining the details in the Participant Information Sheet to the participant, and a fingerprint of the participant stamped on the Informed Consent Form can be applied in replacing his/her signature.
10. The verbal consent of the participant may be applicable provided that appropriate reasons and suitability must be indicated in the research project.
11. The research project requiring a waiver or alteration of Informed Consent Procedure for obtaining the participant’s consent, or a waiver of written sign for consent may be possible (45 CFR 46.116 and 46.117) according to the set guidelines indicated in 21CFR 50.23 and 50.24; 21 CFR 56.109 and the CIOMS practices provided that the reasons for requesting for such waiver and the process indicated in 11.1 and 11.2 must be approved by KMUTT’s Institutional Review Board (KMUTT-IRB) before starting collecting data from the participants.
 - 11.1 Waiver of Alteration of Informed Consent Procedure (45 CFR 46.116) can be done when:
 - The risks from the research project does not exceed the risks that might occur from the participant’s daily activities and the waiver of Informed Consent Procedure does not affect the right and well-being of the participant. This waiver can only be applicable for the research project of an Exemption Review, or
 - The research project cannot be conducted if the Informed Consent procedure must be done.
 - 11.2 Waiver of Documentation of Informed Consent (45 CFR 46.117) for some or all participants can be done when:
 - The risks from the research project do not exceed the risks that might occur from the participant’s daily activities, or

- The written sign in the Participant Information Sheet and the Informed Consent Form is the only information for identifying the participant that may put the participant at risks of danger if such participation in the research project is disclosed.

Please adjust (letter(s) in red) to be in line with the details of your research project, and delete the statement (explanation)/ example.

..... (Title of the Questionnaire)

This questionnaire is part of a research project or a thesis in the title of under (name of the research funding), Department of, Faculty of, King Mongkut's University of Technology Thonburi, with the objectives to

Duration of the research project: the research project starting in(month and year) and ending in(month and year).

Duration for collecting data from participants: data collection starting in (month and year) and ending in(month and year).

(Please provide details of collecting data such as questionnaire or interview)

Example A: In collecting data, the research procedure involves the following steps:

1. Watch VDO, title for..... minutes
2. Answer the questionnaire, satisfaction to the VDO watched(parts/questions)

The total time of conducting research shall not be more than.....minutes/hours

OR

Example B: There are parts in this questionnaire, including:

Part with total of questions.

Part with total of questions.

The total time of conducting research shall not be more than.....minutes/hours

Please answer the questionnaire according to your opinion. You have the right not to answer some questions or to withdraw your participation any time without any impact on yourself.

All information acquired from the questionnaire shall be used for the research and will be presented as an overview only. The information you provided will be kept confidential and shall

be destroyed after the end of the research project. People who have the right to access your information shall be limited to people involving in this research only with certain groups of people responsible for auditing such as the research funders or auditors from the related government offices and KMUTT's Institutional Review Board (KMUTT-IRB), etc.

This research project is approved by the KMUTT Institutional Review Board (KMUTT IRB) of which the office is located at:

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Should you have read and understood the above explanation and are willing to answer this questionnaire, the researcher would ask your permission to regard this as you have consented to provide information for this questionnaire.

Definition* (if any) in this questionnaire, “.....” means (if there are specific statements or any technical terms, it is necessary to provide more clarification in order that the researcher and participants shall have the same understanding and accurate information can be obtained as per the purpose of the research project).

Thank you for your kind participation.

Name of Principal Investigator (or Researcher)

Telephone Number

Email address