# **Consent Checklist**

The consent checklist can be used to help ensure that all of the appropriate consent information is included in the document you will be providing to your participants. You can submit a completed version with your REB Application, but this is not mandatory.

Note that not all items are mandatory. Items 14, 16, 17, 19, 22, 23, 27 will only be required in certain circumstances.

Note REQUIRED WORDING IN GREEN FONT

| **Item #** | **Information** | **Included or N/A** |
| --- | --- | --- |
| 1 | Information that the individual is being **invited** to participate in a research project |  |
| 2 | A brief statement of the research **purpose** in plain language |  |
| 3 | The **identity** of the researcher, including departmental affiliation, and contact information |  |
| 4 | The identity of the funder or **sponsor** |  |
| 5 | State **inclusion and exclusion criteria** |  |
| 6 | The **nature of the participation** – in plain language, what will the participant experience, in chronological order? |  |
| 7 | The expected **duration** of participation and the number of interaction times including possible future contact. |  |
| 8 | A detailed description of any research **procedures** (for example how a focus group will be run, how blood will be sampled, where and how an interview will take place, if an interpreter will be present and who the interpreter will be) |  |
| 9 | An explanation of the **responsibilities of the participant** |  |
| 10 | A plain language description of all reasonably foreseeable **risks** of harm |  |
| 11 | A plain language description of all reasonably foreseeable **benefits** both to the participants and in general, that may arise from research participation.  If **no direct benefit** to participant is anticipated include a statement to that effect. |  |
| 12 | An assurance that the prospective participants are under **no obligation to participate** |  |
| 13 | An assurance that the prospective participants are free to **withdraw** at any time without prejudice to pre-existing entitlements |  |
| 14 | An assurance that prospective participants will be given, in a timely manner throughout the course of the research project, **information that is relevant to their decision to continue or withdraw from participation.** |  |
| 15 | An assurance that prospective participants will be given information on their right to request the **withdrawal of data** or human biological materials, including any limitations on the feasibility of that withdrawal. |  |
| 16 | Information concerning the possibility of **commercialization** of research findings |  |
| 17 | The presence of any real, potential or perceived **conflicts of interest** on the part of the researchers, their institutions or the research sponsors |  |
| 18 | The measures to be undertaken for **dissemination** of research results and whether participants will be **identified directly or indirectly** |  |
| 19 | The identity and contact information of a **qualified designated representative** who can explain scientific or scholarly aspects of the research to participants. |  |
| 20 | The identity and contact information of the appropriate individual(s) outside the research team whom participants may contact regarding possible **ethical issues** in the research  REQUIRED WORDING: If you have questions regarding your rights and welfare as a research participant in this study (REB#.....), please contact: Manager, Research Ethics; University of Guelph; reb@uoguelph.ca; (519) 824-4120 (ext. 56606) |  |
| 21 | **An indication of what information will be collected about participants and for what purposes** |  |
| 22 | State what the **sample**(s) are to be used for   * Current study only * Future research (banking)   State where and how the samples will be stored.  State whether or not the participant will receive the results of testing  State if they will be linked to the participant.  State how long they will be stored.  State how they will be disposed of. |  |
| 23 | Participant must be given continuing and meaningful opportunities for deciding whether or not to continue participation, including knowledge of **new findings** which may contribute to the decision. |  |
| 24 | An indication of **who will have access to information** collected about the identity of participants |  |
| 25 | A description of how **confidentiality will be**  **protected** (see TCPS2, Article 5.2), |  |
| 26 | A description of the **anticipated uses of data** |  |
| 27 | Information indicating who may have a **duty to disclose information** collected, and to whom such disclosures could be made |  |
| 28 | Information about any payments, including **incentives** for participants, reimbursement for participation-related expenses and compensation for injury |  |
| 29 | A statement to the effect that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harm. *There should be* ***no exculpatory language*** *whereby the participant waives or appears to waive, any of his/her legal rights, including any release of the sponsor, institution or its agents from liability for negligence*.  REQUIRED WORDING: You do not waive any legal rights by agreeing to take part in this study. |  |
| 30 | Information on **stopping rules** and when researchers may  remove participants from trial |  |
| 31 | If a statement regarding ethics review is to be included, it MUST be phrased as follows:  This project has been reviewed by the Research Ethics Board for compliance with federal guidelines for research involving human participants  (U of G REB requirement) |  |
| 32 | If data collection involves the internet at any point in time AND the researcher is offering to keep the participant’s identity confidential, THEN the following wording MUST be included:  Please note that confidentiality cannot be guaranteed while data are in transit over the internet  (U of G REB requirement) |  |

From [TCPS2; Chapter 3](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter3-chapitre3/#toc03-1a)