# INFORMED CONSENT/Information Letter

## <Title of Study>

### You are invited to participate in a research project. This information letter is to help you decide if you want to be involved in the project.

* You are invited to take part in a research project to study…
* You are being invited to participate in a research study looking at…
* The purpose of this letter is to provide you with the information you require to make an informed decision on participating in this research.
* We are asking you to take part because you have indicated an interest in knowing more about…

### Who is conducting this research study?

Indicate who is carrying out the research and identify their title and departmental/institutional affiliation.

* This research study is being conducted by <graduate student, title> under the supervision of <Principal Investigator, title>, in the department of <XXX> at the University of Guelph in Guelph, Ontario.
* This research study is being conducted by <Principal Investigator, title>, in the department of <XXX> at the University of Guelph in Guelph, Ontario.

Supervisor

* Jane Doe, Associate Professor, Department of X, University of Guelph, [jdoe01@uoguelph.ca](http://jdoe01@uoguelph.ca/); X55555

Student

* Jim Doe, Master’s student (or Graduate Student), Department of X, University of Guelph, [jdoe02@uoguelph.ca](mailto:jdoe02@uoguelph.ca)  
  Jane Doe, Faculty Advisor, Department of X, University of Guelph, [jdoe01@uoguelph.ca](http://jdoe01@uoguelph.ca/), 519-824-4120X5555  
  I am a Masters student in the Department of Sociology and Anthropology at the University of Guelph and the information I am collecting will be used in my thesis.

Identify who is funding this research

* This research is funded by the Social Sciences and Humanities Research Council of Canada.
* This research is funded by the Natural Sciences and Engineering Research Council of Canada
* This project is supported by X Company.

### Who do I contact if I have concerns or need more information?

Provide the identity and contact information of a qualified designated representative who can explain scientific or scholarly aspects of the research to participants. Usually required for clinical trials. For other studies, this is usually the principal investigator and/or faculty supervisor.

* Please feel free to contact Jane Doe (contact information) with any questions you might have about the project.
* Any questions about the research study may be directed to <Principal Investigator, title> at <contact email and telephone number> [insert other team members, as appropriate]

### Are there any conflicts of interest involved?

Researchers should separate, to the greatest extent possible, their role as researcher from their other roles as therapists, caregivers, teachers, advisors, consultants, supervisors, employers or the like. If a researcher is acting in dual roles, this fact must always be disclosed to the participant.

Describe any financial, dual role, power over, or other conflicts of interest.

* Joe Doe is a graduate student in the Department of History, and is also an employee of Company X.
* Jane Doe is a faculty member in the Department of Political Science, and is also a consultant for Company Y.
* The Principal Investigator is also the Instructor of Course#. To ensure that there is no conflict of interest, no member of the research team who is also involved in course delivery will have access to your decisions to take part in the project or not, nor will they have access to any identified data until the final grades have been submitted. The consent process, including requests for withdrawal, will be managed by a third party – Jane Doe; [jdoe@uoguelph.ca](mailto:jdoe@uoguelph.ca); X55555

Information concerning the possibility of commercialization of research findings must be provided to manage real, potential or perceived conflicts of interests.

* The results of this research may contribute to the commercialization of this project/process/concept.
* The specimens will be used for research and such use may result in inventions or discoveries that could become the basis for new products or diagnostic or therapeutic agents. In some instances, these inventions and discoveries may be of potential commercial value and may be patented and licensed by the researchers/sponsor. You will not receive any money or other benefits derived from any commercial or other products that may be developed from use of the specimen.

### What is this research study about?

Describe the purpose of the research in a sentence or two using ordinary language.

Avoid:

* technical terms/jargon
* acronyms
* abbreviations
* The purpose of this research is to understand how Canadians are watching home entertainment. We are interested in whether people watch more television series online than on cable television.
* The purpose of this research is to learn more about parents’ opinions of the use of educational videos in the classroom.
* The goal of the research project is to understand the influence of diet and exercise on blood sugar levels…
* The goal of the research project is to give voice to members of the community and to document the role of community members in…

### Why am I being invited to participate in this research study?

Describe inclusion and exclusion criteria.

You are being invited to take part in the study:

* because you are a parent of a child in public school
* because you are between 18-40 years of age and you do not have diabetes or heart disease.
* If your child is allergic to peanuts she/he must not participate in this project as we cannot guarantee that the snacks provided will be peanut free.
* If you are epileptic, you must not participate in this study.
* You are receiving this notice because you are a member of X organization.
* To be eligible to participate, you must be between the ages of 18 and 25, and be a physically active male.
* The researchers would like to speak with anyone who has been a client of Y in the past.
* If you are a parent, we would like to hear your views on…

### What will I be asked to do?

Provide a clear and concise description of what participants will be asked to do, how many sessions they will be asked to take part in, and how long participation will take.

You will be invited to:

* join 6 to 8 other people at X location. The researcher will introduce the topic and invite all participants to speak about their views on Y.
* fill out a ten (10) minute survey
* take part in a sixty (60) minute focus group being held at the Guelph Community Centre
* take an online survey asking fifty (50) questions about what kind of videos you watch on television and online. The questionnaire will take approximately twenty (20) minutes to complete
* attend one fifteen (15) minute session at the Educational Research Lab where you will:
  + watch a 10-minute video about dolphins.
  + discuss whether you think the video was educational and what you think generally of the use of videos in classrooms.
* attend two sessions at the Exercise Research Lab.
  + Session One (15 minutes):
    - do five abdomen exercises and five leg exercises (See Appendix A)
  + Session Two (20 minutes)
    - do five arm exercises and some stretches that assess your flexibility (Appendix B)
* You will be phoned at home by a research assistant who will ask some questions about your general health and make sure you are eligible to take part. If you are, you will then be invited to come to a laboratory at the University of Guelph where trained technicians will take a blood sample and teach you how to fill out a three (3) day food diary. At this meeting, you will be given a two (2) week supply of the test food. You will be invited to return in 2 weeks to provide another blood sample. That will be the end of your involvement in the study.
* We will meet at a public place of your choosing, such as a coffee shop, where will discuss your views on shopping. I would like to audio record this conversation, but of course, this is up to you, and I can take notes instead.

If your project is very complex with multiple interactions with participants, consider providing a brief outline in the info/consent letter, and creating an appendix which can provide step-by-step descriptions of the procedures in point form. The info/consent form and/or the Appendix can also Include photographs/diagrams, particularly if the use of special equipment/apparatus is required.

### How long will it take?

Indicate the size of the commitment. This can be done in a separate section, or, if complex, in a table outlining the procedures.

* Each laboratory meeting will take about 1 hour, so the whole project, including the preliminary phone call should take no more than 2.5 hours of your time. The researcher may contact you by telephone at a later date.
* The interview will only take 1 hour of your time. The researcher may contact you by telephone at a later date.

### What are my responsibilities?

Describe what responsibilities the participant may have.

Focus group example:

The researcher will not reveal your identity in the final report but remember that everyone in the focus group has a responsibility to respect the privacy of other participants. Please do not discuss who was there, or what was said.

Biomedical project example:

It is important that you follow the directions of the researcher to the best of your ability, and report your food intake and any side affects you may experience honestly. While it is important for the validity of the study that you consume the entire test product, remember, at all times your participation in this study is voluntary. If you feel you do not wish to take part, please let the researcher know.

### Are there any risks or possible negative outcomes for me if I participate?

Describe all risks and discomforts (physical and psychological) and any reasonably foreseeable risks. Check your REB Application, and make sure you include all the risks discussed there. Avoid simply repeating ‘physical, psychological, emotional, or financial’ – instead state what the risk is

Do not describe, in detail, the risks of the standard procedures the participant would undergo even if s/he was not a research participant – include only those risks associated with the investigational aspects of the protocol.

Describe how serious the potential harm/risk is.  
Describe how likely it is to occur.  
Describe what will be done to prevent or minimize the probability of occurrence and the potential resultant harm.  
Acknowledge the possibility of unforeseen harms, if applicable.

If your project is complex, you may want to provide a full description of risks in an Appendix to the info/consent letter, listing only the most likely to be encountered in the body of the info/consent letter proper.

When research is conducted about an organization or a community, researchers should inform prospective participants within that organization or community the extent to which the organization or community is collaborating with the research, as well as any risk this collaboration may pose to the participant.

* There are no foreseeable risks of harm in completing this survey, and your contribution may increase the understanding of human behaviour.
* There is a risk to your privacy when taking part in a focus group – be aware that you are essentially making your views public even though the researcher will not report your name in the final report. You can control this risk by not providing any information that you would be uncomfortable making public.
* While answering some of the questions you may feel sad or upset. If this happens please tell the interviewer and she will discuss these feelings with you or provide you with some contacts if you would like counselling.
* The treatment or procedure may involve risks, which are currently unforeseeable, to you or to the fetus, if you are, or become, pregnant.
* There are no known risks to your participation in this study.
* There are not likely any risks or harm for participating.
* There is a slight risk of injuring yourself during the exercises. We will reduce this risk by having an experienced researcher demonstrate the exercises for you. If you experience muscle strain or fatigue, you should stop doing the exercises immediately and notify the researcher. If the discomfort continues, please consult a physician.
* You may feel uncomfortable discussing this topic.
* You may feel embarrassed or upset during this research project.

Describe the support available in the event of negative outcomes for participation, e.g., referrals to counselling, doctors, etc.

For the purposes of cultural sensitivity and inclusiveness, modify the statement below to make it appropriate to your project, and add to your info/consent letter and recruitment documents:

The researchers wish to be inclusive in their recruitment process. This project requires:

* + the placement of medical sensors on the head/body
  + Interaction one on one with a male/female technician/researcher
  + Removal of articles of clothing including headgear
  + Viewing images which may trigger emotional responses

If for any reason you may feel uncomfortable taking part, please contact the researcher to discuss these requirements and possible modifications to the procedure to address your concerns.

### What are the benefits of the research project?

Describe the potential benefits to the individual, discipline or society, as applicable. DO NOT include discussion of incentives or compensation in the benefits section.

* You may benefit from improved cognitive flexibility as the result of training.
* Society may benefit from an awareness of strategies to reduce the effects of cognitive decline on driving performance.
* There will be no direct benefits to you if you take part in the project
* While you will not benefit directly, the results of this study will help educators learn whether parents think videos are useful classroom tools.
* Although this research may not benefit you directly, it will help us understand the effects of exercise in healthy adults aged 18-40.

### After I agree to participate and sign the Info/consent letter, can I change my mind?

Indicate that participation is voluntary, and they can withdraw. Be specific about how long they have to withdraw – give a date wherever possible.

* You can change your mind about participating at any time during the study, and for 1 year after you participate, by contacting the researcher at…
* You can withdraw your consent to take part in this study anytime during the project, and you can ask that your data is destroyed up to 3 months afterwards.
* You can withdraw from this survey by closing your browser. Data from incomplete surveys will be discarded.
* If you have already completed and submitted the survey, and you change your mind about taking part, you can contact the researcher and ask to have your data removed.
* Once you submit the survey you cannot withdraw from the study, because your survey cannot be identified.
* Deciding not to take part in this project, or deciding to withdraw part way through, will not affect the services you normally receive from Organization X.
* If you decide to withdraw from the study, you can request to have your data withdrawn up to [date].
* If you decide to withdraw from the study, or if you are withdrawn from the study before it is completed you may be asked to…

Describe what will happen if participants withdraw:

* will their data be destroyed?
* Will incentives be pro-rated or will they still receive the full incentive?
* Will their data be withdrawn from the study? If so, until what point can it be removed? Provide an actual date or firm number of weeks/months after the end of the project.

Advise participants that they can skip any questions/procedures that they do not wish to take part in.

If certain procedures are a requirement to remain in the study, make this clear and describe what will happen if they decide not to complete those procedures.

* You are not obligated to answer any questions or participate in any procedure of the research that you do not want to, and you can still be in the study.
* You may withdraw at any time during the study without any consequences or penalty.
* If you choose to withdraw, all data collected up to that point will be destroyed and not used as part of this project.
* If you want to withdraw your data from the study after the study has been completed, contact the research team prior to < date>.
* You will not be able to withdraw your data once the survey is submitted since the data collected are anonymous.
* You will not be able to withdraw your contribution to the focus group because the recording is of a group conversation.
* Your decision whether or not to be part of the study will not affect your continuing access to services at < service provider>.
* You are under no obligation to participate…
* Your participation in this project is entirely voluntary…
* You don’t have to take part…
* Participation in this study is voluntary. You may refuse to participate, refuse to answer any questions or withdraw from the study with no effect on your future (care/academic status/employment etc.)
* You will be able to withdraw from this study for 3 months after the interview. Beyond that date, the researcher will already have disseminated the information.
* Your sample will be stored for 10 years and can be withdrawn anytime during that period by contacting…
* Your sample will be anonymized (removal of your name) after 3 months. Prior to this time, you can request to have the sample destroyed. After anonymization we will not be able to tell which sample is yours, and you will no longer be able to withdraw the sample.

Explain how you will handle on-going consent when the research involves follow-up interviews, occurs over multiple occasions, or an extended period of time.

* Prior to each session, we will review this information letter with you, remind you of the procedures to be carried out, and confirm you still wish to participate in the research.

**REQUIRED WORDING FOR STUDENT RESEARCH AS PART OF FULFILLING COURSE REQUIREMENTS**:

This project is an opportunity to give students experience in doing research: it is a training and teaching exercise. Please note that it will not affect my grade if you decide that you do not want to participate or decide to withdraw part way through the study.

### Who will know what I said or did in the study?

Describe how you will ensure protection of personal information and the participant’s identity. If this is not desired, or cannot be assured or guaranteed, indicate that their name, job title, or other identifying information will be made public.

If you are planning to identify participants, give participants the option of being identified, or to have a pseudonym used, explain this clearly.

* Your name will not be collected by the survey, nor will your IP Address. Please refrain from putting any identifying information in your responses.
* Please describe here, how you wish to be referred to in the final report:
  + By name
  + By job title
  + As a member of [X] organization
  + No direct or indirect identification
  + Other – please describe:
* Your name and other identifying information will be placed in a master list and associated with a participant ID number. This list will be stored on an encrypted computer. The data you provide will be associated only with this participant ID number and stored on a password protected laboratory computer for analysis.
* The research team will not release your identity; however, please note that you will be voicing your opinions in public to the other participants in the focus group. We urge you and all participants to respect each other’s privacy by not discussing who was present or what was said, but the research team cannot control this.
* Your name, birthdate, and medical history will be collected, and linked to the results of the project including pre- and post-treatment blood sugar levels and cholesterol levels. These data will be kept by the researcher in a secure location to use in the analysis and reporting of the research results.
* No directly identifying information (such as your name) will be collected. However, because we are interviewing only 3 people, your identity may be apparent to someone who knows the company you work for.
* Your gender, the grade achieved in the course, and your GPA will be collected and stored for X years. These data, linked to your student number, will be securely stored for 5 years and will be used only to demonstrate the effectiveness of the course delivery in PSYCH 100.
* The faculty advisor, and the two graduate students will be the only individuals who can access the identified information you provide.
* The identified information you provide will be stored on laboratory computers, which can be accessed only by qualified laboratory personnel under the supervision of the faculty advisor.

### How will you protect the information I provide?

If the data collection occurs via the internet, please state:

* Because data collection occurs via the internet, complete confidentiality of the data cannot be guaranteed

or

* Keep in mind that because data collection occurs via the internet, complete confidentiality cannot be guaranteed.

Indicate how you will secure the data.

* On a password protected computer in a secure, locked laboratory. This computer will be accessible by faculty and graduate students associated with Dr. [X’s] research laboratory, but the data from this study will reside in a password protected file accessible only by the research team named above.
* On an encrypted laptop.
* Your research records will be stored in the following manner: locked in a cabinet in a secure office; video tapes will be viewed only by members of the research team and they will be destroyed after 2 weeks.
* Your privacy will be respected. No information that discloses your identity will be released or published without your specific consent to the disclosure. However, it is important to note that the original signed research consent form and the data collected, will be included in your school record.
* All of the identified, individual study data is the property of the [First Nation’s Community] and will be stored at the community based research centre.

State how long you will keep the data and what the data will be used for/how it will be disseminated

If sensitive data are collected using the participant’s computer, please contact your IT personnel to investigate the possibility of using settings that will clear survey data from the browser once participants submit the survey.

* Include the following information if you are collecting sensitive information:
* With any online survey there is a risk that others may view your responses if they have access to your computer, and while the risk is low, the following instructions may help protect your privacy:
  + Clear the browsing history
  + Clear the cache
  + Clear the cookies
  + Clear the authenticated session
  + LOG OFF

If you are using Internet Explorer, the first 4 steps can be accomplished by going to Tools and selecting Delete Browsing History. Your application may have a similar system

If using an online survey platform other than Qualtrics, state that confidentiality cannot be guaranteed and include a link to the privacy policy for the survey platform.

Identify whether participants will be audio- or video-recorded and seek their permission to do so.

* I will not use your name or any information that would allow you to be identified in publications resulting from this research.
* However, we are often identifiable through the stories we tell. Please keep this in mind in deciding what to share with the research team.
* Information collected in hard copy format will be kept in a locked cabinet where only <researcher name(s)> will have access to it.
* Your data will be used for the purposes of this study only.
* We will safeguard your privacy during the focus group. We ask the other members of the focus group not discuss what people and who attended, but we cannot guarantee that they will do so.
* Please keep in mind that a focus group is essentially a public process and do not share anything that you would not be comfortable sharing in public.
* The focus group will be audio-recorded. Within 24 hours of the focus group, the recording will be transcribed without identifiers and the recording will be securely deleted from the audio recording device.
* The interview will be recorded on a password protected audio recording device. The recording will be downloaded within 24 hours to an encrypted laptop. After transcription of the recording (within 2 weeks) using the same encrypted laptop and using headphones, the original audio recording will be securely deleted.
* Information kept on a desktop computer will be protected by a password and the computer will be housed in a secure, locked office accessible to only the research team. Any mobile devices storing identifiers will be encrypted.
* You are participating in this research anonymously. No one including me will know that you have participated.

### What will you use the information you collect for?

State what the sample(s) or data are to be used for

* Current study only
* Future research (banking)
  + The data you provide will be kept for 10 years and may be used in future studies to answer similar research questions.
* Educational purposes

Please note that the REB does not require destruction of data after a particular period of time. Once data are de-identified (anonymized) the research team is welcome to store the data. Indicate in your info/consent letter if you are:

* Storing the data indefinitely
* Using the data for future research projects. Name the area of research.
* Making the data available through Open Access requirements or journal requirements – see the FAQ on Long Term Storage of Data.
* Using the data for educational purposes.
* Once the study is complete, an archive of the data with all identifiers removed will be deposited in University Library Archive for 25 years.
* The data may be used in future studies related to research involving exercise in healthy adults for a period of 5 years.
* The data collected will be shared in <graduate student’s> Master’s thesis and in academic journals and conferences.
* The deidentified data set which results from this project may be used for educational purposes, may be deposited to [name] archive, or may be shared with other researchers who wish to investigate [topic].

If you are collecting biological samples of any kind:

* State where and how the samples or data will be stored and for how long
* State if they will be linked to the participant.
* State how data and samples will be disposed of.
* Any specimen(s) (e.g. tissue, blood, urine) obtained for the purposes of this study will become the property of the researcher/sponsors and once you have provided the specimens you will not have access to them.
* The specimen(s) will be discarded or destroyed once they have been used for the purposes described in the protocol.
* The specimens will be used for research and such use may result in inventions or discoveries that could become the basis for new products or diagnostic or therapeutic agents. In some instances, these inventions and discoveries may be of potential commercial value and may be patented and licensed by the researchers/sponsor. You will not receive any money or other benefits derived from any commercial or other products that may be developed from use of the specimens
* If the results of the study are published, your name will not be used and no information that discloses your identity will be released or published without your specific consent to the disclosure.

### Will I receive any incentives for my participation?

Include information about any payments, including incentives for participants and reimbursement for participation-related expenses

* Yes. You will receive a $5 gift card to Tim Hortons for taking part in this study.
* If you consent to take part in this interview, you will receive a $10 Tim Horton’s gift card in appreciation.

If incentives will be pro-rated, explain how.

* You will receive $5 at for each study session that you attend.

If the incentive will involve a draw, describe the value of prizes and the approximate odds of winning.

* Participants will be entered in a draw for a 1 in 20 chance to win a $30 grocery gift card.
* If you consent to take part in this project, your name will be entered into a draw for a [prize] worth approx. [dollar value]. The researcher hopes to recruit 50 people, making the chance of winning the prize 1 in 50 – but this number is subject to change.

If there is no incentive, this can be stated, but it is not mandatory.

* No. There are no incentives for participating in this study.

If the research team will need to provide proof of payment to Financial Services, state in the info/consent letter what kind of information the participant must provide

* To receive payment, you must provide your SIN number
* You will be asked to sign a receipt with your full name and address in order to receive payment
* You will be asked to initial to receive the gift card.

If there is any compensation for parking, childcare, travel, etc, it can be stated here.

* Any parking expenses incurred will be covered. Please submit receipts at the end of the study
* Any parking and local travel expenses will be covered by the research team. Please provide receipts.

### Will I be given new information about participation throughout the course of the project?

This is most important for clinical trials but may be important for other studies. If a researcher becomes aware of information which, if known by the participant may affect their decision to take part in the project, this information must be provided to the participant regardless of other (for example contractual) obligations the researcher may have. This only need be included in the consent process of there is a likelihood of such information arising.

* You will be informed in a timely manner about any new information which may affect your decision to participating in this study.
* If, during the course of the study, new information becomes available that may relate to your willingness to continue to participate, this information will be provided to you by the investigator. MANDATORY FOR CLINICAL TRIALS

Can the researcher remove me from the study?  
Information on when researchers may remove participants from a study.

* The researcher may withdraw you from this research if circumstances arise that warrant doing so.
* The researcher may ask any participant who does not honour the code of conduct during the focus group discussion, to leave the group.
* If you choose not to comply with the requests of the researcher, you may be withdrawn from the project.
* The researcher may remove you from this study at any time.

Some clinical trials require stopping rules – rules about when it would be ethical to end the trial and/or remove a participant from the trial. If your study involves stopping rules, they must be stated in the consent form.

### Will the study be published or otherwise disseminated?

Declare the measures to be undertaken for dissemination of research results and whether participants will be identified directly or indirectly. This requirement is grounded on the reasonable expectation of participants that results will be published or otherwise disseminated in the public domain to advance societal knowledge

Such a statement is required for clinical trials.

* The results of the study will be published in John Doe’s Master’s thesis.
* The results of the study will be communicated to the research community through a series of workshops presented by the research team in the Fall of 20XX.
* The researcher will undertake to publish the results of the project in a peer reviewed journal.

### Will I receive information about the results of this research?

If you will provide participants with aggregate or individual results of the research, describe how and when.

* If you would like a copy of an executive summary of the results of this project, please provide your email address and a copy will be emailed to you by <date>.
* You may receive a copy of any publication resulting from this research by emailing the principal investigator and requesting that a copy be provided to you.
* The final report will be available to you by checking the website [link] after [date].

State whether or not the participant will receive the results of testing of samples.

### Legally required disclosure.

The research team may have a duty to disclose information collected. This must be stated, including to whom such disclosures could be made. Duty to disclose to third parties may be for legal or administrative purposes.

* Information you provide will be available only to the researcher, to the extent allowed by law.
* The researcher has a duty to report to authorities any information about a child at risk of abuse.
* The researcher may be required by subpoena to release information gathered during the course of this project to authorities.
* If we find information we are required by law to disclose, we cannot guarantee absolute confidentiality of your identity.
* We will strive to ensure the privacy of your identified research-related records. Absolute confidentiality of your identity cannot be guaranteed as we may have to disclose certain information under certain laws.
* Although I will protect your privacy as outlined above, if the law requires it, I will have to reveal your identity in order to report certain information (e.g., child abuse).
* If legal authorities request the information you have provided, I may be required to reveal it and your identity.

### What are my rights as a research participant?

* You do not waive any legal rights by agreeing to take part in this study.
* This project has been reviewed by the Research Ethics Board for compliance with federal guidelines for research involving human participants
* If you have questions regarding your rights and welfare as a research participant in this study (REB#.....), please contact: Director, Research Ethics; University of Guelph; reb@uoguelph.ca; (519) 824-4120 (ext. 56606).

Include instructions about retaining a copy of the info/consent letter:

* A copy of this Letter of Information will be left with you, and a copy will be retained by the research team.
* Please print a copy of this information for your records

### Documenting Consent

The body of the Information Letter can be followed by a brief sign-off line OR you can use a Consent Form on a separate document. DO NOT DUPLICATE INFORMATION LETTER CONTENT IN A SIGNATURE DOCUMENT.

#### Consent with signature:

I have read the Information Letter, <insert list of appendices, if applicable>, and have had an opportunity to have my questions about the project answered. I freely consent to participate in this research.

Participant Name

Participant Signature

Date

#### Documentation of consent through an action (e.g. submission of survey)

If using a paper survey, a statement can be made prior to beginning the survey that

* Completion and return of the survey is indication of your consent to participate. *Please print a copy of this info/consent letter for your records.*

If using an online survey, a statement should be included

* By clicking the “I agree” button you are consenting to take part in the study.

Participants must also be encouraged to print a copy of the consent information for their records and researchers must provide a “print” button on the consent form.

#### Other Documentation of Consent

After reviewing the Information/Consent letter orally with the participant, a statement should be made: “Do you have any questions?

[If not/after answering their questions:] Do you consent to take part in this research?”

Describe to the participant how oral consent will be documented (e.g. in field notes, on audio recording).

### Consent Form Example (separate consent form document):

Participant Name (print clearly):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Letter of Information <and associated Appendices (insert list of appendices), if applicable>, the research study titled <insert title of study> and I have had my questions answered to my satisfaction.

I have been given a copy of the Information letter and am freely signing this consent form.

Participant Name

Participant Signature

Date