***Instructions:***

* *This is a basic outline for the content requires in a standard consent form.*
* ***Do not merely copy this template. Researchers will need to modify and adapt the content, language, wording etc. to suit the needs and design of their studies.******Consent forms should comply with the requirements for informed consent as outlined in TCPS 2 (2018).***
* *Instructional and guidance notes appear in blue font and suggested wording appears in black font.*
* *Consent forms should be written in simple lay language ( ~Grade 8 level)*
* *Please be sure to check for consistency between your Consent form and the information provided in your ethics application.*

**Participant Consent Form**

[PROJECT TITLE as it appears on the ethics application]

**Principal Investigator (P.I.):** [Name/Relationship with Langara/Department/ and phone/email]

**Co-Investigators:** [Name/Institution/Department/ and phone/email]

[Name/Institution/Department/ and phone/email

**Sponsor (if applicable):** [Names of agencies]

**Invitation and Study Purpose**

You are being invited to take part in this research study called [*Insert title*]. The purpose of this project is [*State the purpose of the project in ~200 words with non-technical language].*

Please take the time to read the following information carefully. It is important for you to understand what the research study will involve and why you have been invited to participate. You may discuss the details of the study and this form with your friends and relatives. If you have any questions or if anything is not clear, please ask us for more information at any time.

***Guidance Notes***

* *Ensure that the purpose of the research is consistent with that described in the ethics application form.*
* *If relevant, include the number of participants who will be involved*
* ***If the research is for a graduate degree*** *- a statement to this effect must be included. Also clearly indicate whether the research will form part of a thesis (public document) or graduating essay (semi-public document). The name and contact information for the student’s supervisor should be provided.*

**Participant Selection - Why are you being invited?**

You are being asked to participate in this study because [*State why and how participants were selected and any other inclusion criteria here*]

You should NOT take part in this study if [*Explain any exclusion criteria here if applicable*]

***Guidance Notes***

* *Excluding participants based on age, ability or other characteristics is discouraged by the TCPS2 and must be justified in the ethics application.*
* *Consent to participate in research is based on capacity rather than provincial age of majority. Participants capable of reading the consent form (Grade 8) and understanding the risks of minimal-risk research generally have the capacity to consent.*

**Voluntary Participation - Do you have to take part in this study?**

Your participation in this research study is completely voluntary. If you choose to take part in this study, you may withdraw at any time without any consequences or any explanation. If you do withdraw from the study your data will *[Describe what will happen to the data]*

**Study Procedures - What happens if you decide to take part in this study?**

If you choose to participate, the study will *[Describe what is involved, including procedures, methods, time commitments, location etc. If the study involves more than one component, explain what will happen at the beginning, during the study and at the end of the study]*

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| ***Guidance Notes***   * *Use short paragraphs or bullet points instead of long paragraphs of explanation.* * ***Timing****: describe the length of time for each session/visit/interview/questionnaire and the total amount of time the study is expected to take.* * ***Control groups****: explain how participants will be assigned to the different groups.* * ***Captive populations*** *(e.g. students, employees): explain how they can opt in and out of the study.* * ***Audio/video recordings****: if the study involves recordings, include a statement to that effect and describe the methods used. Explain whether participants can opt out of recordings and still take part in the study.* |

**Risks - What are the potential risks and disadvantages of taking part?**

[*State one of the following:]*

There are no known or anticipated risks to you by participating in this research.

[*OR*]

There are some potential risks to you by participating in this research and they include [*Describe possible risks including emotional, social, psychological, physical, economic, etc.*] To prevent or to deal with these risks the following steps will be taken [*Explain the procedures in place to address or minimize the risks or to provide counseling or referral for those in distress*].

**Benefits - What are the potential benefits of taking part?**

The potential benefits of your participation in this research include [*Describe the possible benefits to participants. If there are any benefits to society or to the state of knowledge describe these separately. If there are no benefits to the participants, state this clearly*].

**Compensation – Will you be paid for taking part in this study?**

[*State one of the following:]*

You will not be compensated for your participation in this study.

[*OR*]

As a way to compensate you for any inconvenience related to your participation, you will be

|  |
| --- |
| *[Describe any form of payment, gift, gift card, credit, etc. and when they will receive this payment].*  ***Guidance Notes***   * *Remuneration or compensation should not be dependent on completion of the project but can be pro-rated for those that withdraw before completion.* * *Partial compensation should not be withheld until the end of the study and should be available to those who withdraw. This should be explained in the consent form (e.g.* |

*“You will receive $\_\_ in consideration of your time and towards your parking or transportation costs for at each visit”).*

**Confidentiality – How will your privacy be maintained?**

Your confidentiality and the confidentiality of the data will be protected by[*Describe procedures for maintaining confidentiality. Justify the lack of confidentiality if applicable].*

***Guidance Notes***

* *All documents should be identified by code number and kept in a locked filing cabinet.*
* *Data records that are kept on a computer hard disk must be encrypted and under password protection.*
* *State who will have access to the data (including secondary data use).*
* *If you are planning to disclose the identity of study participants, provide a justification and explain how you will protect those who do not wish to have their identities disclosed.*
* ***Focus groups***
  + *Explain that focus groups involve only limited confidentiality. For example, include a sentence that says something like, “We encourage participants not to discuss the content of the focus group to people outside the group; however, we can’t control what participants do with the information discussed.”*
* ***Audio/video recordings***
  + *Describe how you will ensure the confidentiality of the recordings and who will have access to them. The eventual fate of the recordings must also be disclosed (i.e., where and for how long they will be stored and whether they will be destroyed, any plans for secondary use).*
  + *If video recording is involved, specify what will be captured on the video and explain that those not participating will not be recorded. See guidelines for videoconferencing on the LREB website.*
* ***Videoconferencing***
  + *Explain how participants can protect their identity and increase the protection of their personal information by using a nickname, turning off their camera (if the research allows for this), and muting their microphone when it is not needed.*
  + *State whether you will record the session.*

**Limits of Confidentiality**

* *[Describe any foreseeable limits to confidentiality if applicable (e.g., for participation in focus groups, research involving key informants or duty to report).*

*Guidance Notes*

* *If the study could involve the disclosure of behaviours or actions where there are legal limits to confidentiality, a more detailed statement regarding these limits should be provided. For example, you could include a statement that says something like:* 
  + *“At any point in the study, if you reveal that there has been an incident that involves abuse and/or neglect of a child or an elderly person (or that there is a risk of such occurring) please be advised that the researcher must, by law, report this information to the appropriate authorities”.*

**Disposal of Data – What will happen to the data collected in the study?**

Data from this study will be disposed of [*Explain how long the data will be kept (a minimum of five years) and how it will be destroyed. For example, electronic data will be erased, paper copes shredded. If data will not be destroyed, provide a justification, and explain where and how it will be stored].*

**Contact for Study Information**

If you have any questions about what we are asking of you or if you would like further information about this study, you should contact *[Principal Investigator]* or one of their associates at [ telephone number/email]. These names and telephone numbers are also listed at the top of the first page of this form.

**Contact for Concerns/Complaints**

If you have any concerns about your treatment or rights as a research participant, you may contact the chair of the Langara Research Ethics Board at ethics@langara.ca.

**Participant Consent and Signature**

Your signature below indicates that you agree that:

* Taking part in this study is entirely up to you.
* You have the right to refuse to participate in this study.
* If you decide to take part, you may choose to withdraw from the study at any time without giving a reason and without any negative consequences.
* You have received a copy of this consent form for your own records.
* You understand the above conditions of participation in this study, that you have had the opportunity to have your questions answered by the researchers.
* You consent to participate in this research project.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Name of Participant* |  | *Signature* |  | *Date* |

*[Add the following,* ***if applicable****, to your study design. Customize the consent form to the research project requirements].*

**Recorded Images/Data**

Participant to provide initials, *only if you consent*:

I agree to be photographed for [*describe use*] Yes\_\_\_ No\_\_\_

I agree to be recorded by video for [*describe use*] Yes\_\_\_ No\_\_\_

I agree to recorded by audio for [*describe use*] Yes\_\_\_ No\_\_\_

**Future Use of Data**

Please initial the statement/s that you agree with.

I consent to the use of my data in future research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Participant to provide initials)

I **do not** consent to the use of my data in future research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Participant to provide initials)

I consent to be contacted in the event my data is requested for future research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Participant to provide initials)

***A copy of this consent will be left with you, and a copy will be taken by the researcher.***