TEMPLATE – INFORMED CONSENT FORM/INFORMATION LETTER

Include or exclude information as applicable.
Item #s are highlighted to reference the CREO guidelines. You should not include these highlighted item numbers in your form/letter.

"INFORMED CONSENT FORM/INFORMATION LETTER"
1. Title of project

3. "You are invited to participate in a research study". *3a.* "The purpose of this study is …"
2. "This research project is being conducted by …" (describe the researcher(s) and their affiliation).

INFORMATION
3d. Describe all procedures, preferably in chronological order, which will be employed in the project.
3e. State the amount of time required of the participant per session and for the total duration of the study.

If applicable to your study, describe:
3b. Description of the participants
3c. Selection of participants
12. The number of participants that will be participating in the research.
13. Information concerning taping or filming.
14. A disclaimer for the use of deception.

3f, 3g, 3h, & 15. **RISKS**
List the foreseeable risks or discomforts, if any, of each of the procedures to be used in the study, and any measures which will be used to minimize the risks.

3i. **BENEFITS**
List the benefits you anticipate will be achieved from this research, either to the participants, others, communities or the body of knowledge.

4. **CONFIDENTIALITY**
Describe how the confidentiality and anonymity of participants will be ensured. Describe who has access to the data, where the data will be kept, and what will happen to the data when the project is finished. Describe the extent, if any, to which confidentiality of records identifying the participant will be maintained. OR, explain when and how confidentiality will be broken. Provide a statement about the ways in which the research results will be published or distributed. Participants must be told if quotations will be used in any write-

ups or presentations, and they must be told if those quotations will contain any information that allows participants to be identified.

5. **COMPENSATION** *(if applicable)*
"For participating in this study you will receive _____. If you withdraw from the study prior to its completion, you will receive _____."

6 & 7. **CONTACT INFORMATION**
"If you have questions at any time about the study or the procedures, [or you experience adverse effects as a result of participating in this study **if applicable to your project*] you may contact the researcher, [name], at [email address], and [phone number]. This project has been reviewed and approved by the REB/Community Research Ethics Board. If you feel you have not been treated according to the descriptions in this form, or your rights as a participant in research have been violated during the course of this project, you may contact Name/Chair, REB/Community Research Ethics Board, insitutition/Community Research Ethics Office, (xxx) xxx-xxxx."

8, 11, & 16. **PARTICIPATION**
"Your participation in this study is voluntary; you may decline to participate without penalty. If you decide to participate, you may withdraw from the study at any time without penalty and without loss of benefits to which you are otherwise entitled. If you withdraw from the study, every attempt will be made to remove your data from the study, and have it destroyed. You have the right to omit any question(s)/procedure(s) you choose."

9. **FEEDBACK AND PUBLICATION**
Describe how the results of the research will be disseminated: books, journal articles, presentations, etc. Indicate how participants may obtain information about the results of the research; indicate an approximate date when feedback will be available.

10. **CONSENT**
"I have read and understand the above information. I have received a copy of this form. I agree to participate in this study."

Participant's printed name & signature _____ Date _____

Parent/Guardian printed name & signature *(*if applicable)*_____ Date _____

Researcher printed name & signature _____ Date _____

TEMPLATE – PHONE SCRIPT FOR INFORMED CONSENT FORM and/or TEMPLATE – COVER LETTER FOR SURVEY/INTERVIEW

Include or exclude information as applicable.
Item #s are highlighted to reference the CREO guidelines. You should not include these highlighted item numbers in your form/letter.

1 & 2. Introduce yourself and explain your affiliation with your institution.

3a. State the purpose of your research.

3e. Explain how long the survey/interview will take.

3f, 3g, 3h, 3i, & 15. Describe the research project's benefits and any risks to the participants.

4. Explain how their responses will be kept confidential. Describe who has access to the data, where they will be kept, and what will happen to the data when the project is complete.

8. State that participation is voluntary, and that if people agree to participate they have the right to refuse to answer any questions and they can end the conversation at any time.

13. If the conversation is being tape-recorded, participants must be told this and given the right to refuse the taping.

7. Mention that the survey has been approved by the REB/Community Research Ethics Board, and tell people they can contact the Person/Chair of the Institution/CREO if they have any questions about the ethics of the project.

3. Invite the individual to participate in the research project.