**Informed Consent Document**

**[TEMPLATE]**

(Revised September 2023)

This template outlines the information that is required for informed consent, based on Article 3.2 of the TCPS2 <https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html>

For additional details, please consult the **ICEHR “Documenting Informed Consent” page:**

 <https://www.mun.ca/research/ethics/humans/icehr/informed-consent/>

Participants should be given a copy of the consent document prior to the data collection session, so that they have an opportunity to read, understand and/or ask questions before they decide whether or not to participate.

**The Informed Consent Document should be:**

* Written in plain, clear language, without academic jargon.
* Written in second person tense [you, your] to ‘speak to’ the potential participants.
* Tailored to the reading level of the participants so that they can understand what is required of them and make an informed decision about their participation.
* Presented on Memorial University letterhead.

The informed consent document template begins on the next page.

**Do not** include this instruction page with your consent document.

**Important:**

Directions for what to include in each section are written in ***italicized blue text.***

All *italicized blue* text should be replaced by your own project-specific information.

Highlighted text is specific to BREP participants and should be included (but remove the highlighting- this is to indicate key differences from the base consent form template).

**Do not include italicized blue template text in the consent document that you submit to ICEHR for review.**

**Informed Consent Document**

Title: *Title of research project*

Researcher(s): *Name(s), departmental and institutional affiliation(s), contact information*

Supervisor(s): *If applicable, include* the name*(s), departmental and institutional affiliation(s), and contact information for your supervisor(s).*

You are invited to take part in a research project. This document explains what the research is about and what your participation will involve. It is entirely up to you to decide whether or not to take part in this research. Please contact the researcher if you have any questions about the study or would like more information before you consent.

**Purpose of Study:**

*Briefly describe the objectives and significance of the study.*

**What You are being invited to do in this Study:**

*Explain clearly what participants are being asking to do (e.g. interview and/or survey; experimental sessions), and how the data will be captured / documented (such as audio and/or video recording, photographs, electronic and/or hard copy).*

*If any type of data capture is optional, specify the alternate method and include yes/no checkboxes at the end of this document for participants to indicate agreement, or not, to the use of* ***each type*** *of data recording. If not optional, explicitly state the required method of recording the data, and do not include yes/no checkboxes at the end of this document.*

*If data will be collected online state that* Data collected from you as part of your participation in this project will be hosted and/or stored electronically by *[insert name of platform, host, provider (e.g. Qualtrics, Webex, Zoom) that you intend to use]*.

*Explain the* ***total*** *time commitment required to participate (e.g. length of time required to complete an interview or survey; and/or the number and length of experimental sessions).*

*Specify incentives or honorariums, such as gift cards, that will be given to participants.*

You will receive one credit point toward your Business course per hour of participation or part thereof, to a maximum of two credit points.

**Anonymity and Confidentiality:**

*Distinguish between anonymous participation and data, as well as confidential participation and data. For example:*

* *Participation in an online Qualtrics survey that does not collect any identifying information is anonymous, and the data is also anonymous.*
* *Participation in an in-person interview is not anonymous, but the data can be reported without identifiers.*
* *Participation in a focus group is not anonymous, and there are limits to confidentiality of participants’ data when it is collected in a group setting, even if the data is reported without identifiers. As well, participants may be identifiable to informed readers due to the specific characteristics of a small sample population. See more at* [*http://www.mun.ca/research/ethics/humans/icehr/informed-consent/wording-suggestions.php*](http://www.mun.ca/research/ethics/humans/icehr/informed-consent/wording-suggestions.php)

***Explain how the data will be reported*** *and whether participant’s privacy and confidentiality will be safeguarded.**For example, indicate if direct quotations or personally identifying information will be reported, and if participants will be asked to give specific permissions using the checkboxes at the end of this document. Or, indicate that the data will only be reported in an aggregated, anonymized, and/or summarized form. \*\*NOTE that data is not aggregated if direct quotations are reported\*\* If anonymity is possible and/or desired in reporting the data, researchers should assure participants that* you will not be identified in publications [without your explicit permission \**Only include this phrase if you are giving participants the option to be identified, and provide the yes/no checkbox at the end of this document*].

*Some participants may prefer to be identified in the publication / dissemination of the study findings – in community-based and/or participatory research, for instance – and this option may be given as long as it does not negatively affect and/or identify other participants who do not wish to have their participation known and/or their data attributed to them in the study findings.*

Please note that your course instructor will not have access to detailed Business Research Experience Pool participation details. They will only be able to view the total number of credit points earned by students, and will not know whether you have participated in this, or any other study, nor whether any credit points earned from participation in any study were earned from Research Participation or completion of the alternative assignment.

**Withdrawal from the Study:**

*This section must address:*

* *How participants can stop and/or end their* ***participation*** *during the data collection (e.g. partway through an interview)**and* ***what will be done with any data*** *collected up to that point.*
* *How participants can request* ***removal of their data*** *after data collection has ended. Article 3.1(c) of the TCPS2 requires that if a participant withdraws consent, they can also request the removal of their data unless or until it is impossible or impracticable to do so. As such, include one of the following:*
* ***If data can be removed*** *from the study after participation has ended (e.g. by removing an interview transcript or survey containing identifying information), specify a* ***cut-off date or period of time*** *up to which removal of data is possible (e.g. prior to the data being aggregated or anonymized).*
* *If participants will be given the option to review / verify their data (e.g. a transcript of their interview), and to add, change, or delete information, state this and include the timeline for this process, in conjunction with the cut-off date.*

-OR-

* ***Specify that data cannot be removed*** *and why (e.g. data will be collected anonymously and cannot be identified).*

**Use, Access, Ownership, and Storage of Data:**

*Describe:*

* *How and where the data will be securely stored – e.g. hardcopy, on a hard drive, a USB stick*. *Electronic data files should be password-protected and stored on password-protected and/or encrypted devices.*
* *Who will have access to the data – supervisor, research assistants, co-investigators, transcribers, funders and/or partner organizations. NOTE that data access / ownership must be consistent with any funded or non-funded contract or research agreement(s) associated with the project.*
* *Any intentions to deposit the data to an archive and/or open access platform, to be accessible to and used by other researchers. If the data is not collected anonymously, participants should also be informed whether or not the archived data will be anonymized. Consent for archiving must be obtained with a yes/no checkbox at the end of this document.*

*You must state that “*Data will be kept for a minimum of five years, as required by Memorial University’s policy on Integrity in Scholarly Research.*” If funding and/or partner organizations associated with the project have stipulated other provisions, these must also be stated.*

*\*Note that the MUN policy does not require data destruction following the minimum retention period; it is the researcher’s decision to continue to retain the data or to securely dispose of it after the mandatory retention period.*

**Possible Risks:**

*Explain any potential risks to participating in the study – physical, emotional, social, or financial – as identified in* ***Section 18*** *of the application, and how you will handle these risks. For example, indicate what you will do if a participant becomes upset, and include an appropriate and accessible resource (e.g. contact information for a local counselling service or crisis line). Examples:*

*If participants are Memorial students: Memorial University’s Student Wellness and Counselling Centre (UC5000) -- (709) 864-8500*

*General Counselling (NL): Bridge the Gapp -- https://bridgethegapp.ca/*

*Urgent Need: Mental Health Crisis Line, 24 hour Toll Free -- 1-888-737-4668*

*If there are no foreseeable risks to participating in the study, state this.*

**Possible Benefits:**

*Briefly describe any potential benefits to* ***participants, the scientific / scholarly community, and/or society as a whole*** *that may result from the study. If minimal benefit is foreseen, state this. Do not**include participant compensation, incentives, or honorariums as benefits.*

**Reporting and Sharing Results:**

* *Provide information about* ***Where the data may be published*** *(e.g. a thesis, journal articles, conference presentation, report to an agency).*
* *Master’s / PhD Students indicate:* Upon completion, my *thesis/dissertation* will be available at Memorial University’s Queen Elizabeth II Library, and can be accessed online at <https://research.library.mun.ca/>.
* *If applicable, explain what information and/or feedback on the study will be available or provided to participants after the project is complete (e.g. report, poster presentation, pamphlet). Indicate how/if participants can access the study results without having to contact you (e.g. provide a link to a project website).*

**Questions:**

*Potential participants should be given the opportunity to ask questions and receive answers to their questions prior to giving their consent.*

You are welcome to ask questions before, during, or after your participation in this research. If you would like more information about this study, please contact: *Researcher’s name and contact information. Students: also include supervisor’s information here.*

***The following s*tatement notifying potential participants of ethics review and approval *must be separately included in the Consent Document:***

This research has been approved by the Interdisciplinary Committee on Ethics in Human Research (ICEHR). If you have ethical concerns about the research, such as the way you have been treated or your rights as a participant, you may contact the ICEHR at icehr@mun.ca or by telephone at 709-864-2861.

*The remainder of your informed consent document should include summary items, as in the examples below. \* Modify based on the type(s) of data collection, as needed.*

***Example 1 - hardcopy or emailed consent document:***

**Consent:**

Your signature on this document means that:

* You have read the information about the research.
* You have been able to ask questions about this study.
* You are satisfied with the answers to all your questions.
* You understand what the study is about and what you will be doing.
* You understand that you are free to withdraw participation in the study without having to give a reason, and that doing so will not affect you now or in the future.

***Regarding withdrawal during data collection (*researcher *choose ONE):***

* You understand that if you choose to end participation **during** data collection, any data collected from you up to that **point will be destroyed**.

*-OR-*

* You understand that if you choose to end participation **during** data collection, any data collected from you up to that point **will be** **retained by the researcher, unless you indicate otherwise**.

***Regarding withdrawal after data collection (*researcher *choose ONE):***

* You understand that if you choose to withdraw **after** data collection has ended, your data can be removed from the study up to *insert cut-off date here*.

*-OR-*

* You understand that your data is being collected anonymously and therefore cannot be removed once data collection has ended.

*Below are some examples of items that you may ask participants to indicate whether or not they agree.* ***Include only the checkboxes that are relevant to your study, and remove any items that are not optional!***

|  |  |
| --- | --- |
| I agree to be audio-recorded  | [ ]  Yes [ ]  No |
| I agree to be video-recorded  | [ ]  Yes [ ]  No |
| I agree to be photographed  | [ ]  Yes [ ]  No |
| I agree to the use of direct quotations  | [ ]  Yes [ ]  No |
| I allow my name to be identified in any publications resulting from this study  | [ ]  Yes [ ]  No |
| I allow data collected from me to be archived in *insert name/description of archive here* \*Do Not include secure data storage as archiving  | [ ]  Yes [ ]  No |

By signing this form, you do not give up your legal rights and do not release the researchers from their professional responsibilities.

A copy of this Informed Consent Document will be given to you for your records.

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Signature of Participant Date

**Researcher’s Signature:**

I have explained this study to the best of my ability. I invited questions and gave answers. I believe that the participant fully understands what is involved in being in the study, any potential risks of the study and that they have freely chosen to be in the study.

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Signature of Principal Investigator Date

*Alternative if participant consent will be documented verbally:*

*“I read and explained this consent form to the participant before receiving the participant’s consent, and the participant had knowledge of its contents and appeared to understand it.”* (Include name of participant, date, and signature of researcher.)

***Example 2 - online consent document:***

**Consent:**

By completing this *survey / questionnaire* you agree that:

* You have read the information about the research.
* You have been advised that you may ask questions about this study and receive answers prior to continuing.
* You are satisfied that any questions you had have been addressed.
* You understand what the study is about and what you will be doing.
* You understand that you are free to withdraw participation from the study by closing your browser window or navigating away from this page, without having to give a reason and that doing so will not affect you now or in the future.

***Regarding withdrawal after data collection (*researcher *choose ONE):***

* You understand that this data is being collected anonymously and therefore your data **cannot** be removed once you submit this survey.

*-OR-*

* You understand that if you choose to withdraw, you may request that your data be removed from the study by contacting the researcher before *insert cut-off date here.*

By consenting to this *online survey*, you do not give up your legal rights and do not release the researchers from their professional responsibilities.

Please retain a copy of this consent document for your records.

*\*\* If possible, include a PDF of the consent document that participants can download\*\**

**Clicking** *(e.g. accept, continue)* **below and submitting this** *survey / questionnaire* **constitutes consent and implies your agreement to the above statements.**