

Checklist for Consent Materials

The HREB will closely review your consent materials. Whether you use a consent form, letter of information and/or a script for verbal consent, the Board will review the materials to determine that they include the appropriate informed consent elements in the checklist below. Use the checklist to prepare your materials and consult the Guidelines for further information. Include the completed consent document(s) with your application.

The following items should typically be included:

General Points:

- The language level is appropriate to the age and reading level of the participants (use lay/plain language)
- Consistent use of pronouns: first person (I) for researcher(s), second person (you) pronouns for participants
- The font is at least 12-point for readability for participants and reviewers
- The pages are numbered.

The Materials Must State:

- That a copy of the consent form (when written consent is obtained) will be left with the participant and a copy will be kept by the researcher.
- A clear offer to answer any questions concerning the procedures to ensure that they are fully understood by the participant.
- "You may verify the ethical approval of this study, or raise any concerns you might have, by contacting the Human Research Ethics Office at the University of Victoria, 250-472-4545 or ethics@uvic.ca."

Introduction:

- The title of the project
- That the person is being invited to participate in a research study
- An explanation of who is sponsoring or funding the research (if applicable)
- A statement indicating that the project is research for a graduate thesis, dissertation or project (if applicable).
- The purpose of the research, consistent with that described in the protocol
- The name and identity of the researcher(s) and affiliation with the University of Victoria (e.g., graduate student, Professor of Sociology)
- Contact information for the researcher(s) (and supervisor if applicable)
- The full identity of dual-role researcher(s) (if applicable)
- Disclosure of any conflicts of interest.

Conditions for Participating:

- That participation is voluntary.
- A description of the procedures the participants will be involved in and time commitment of each.
- A description of any potential or known inconveniences (do not include if time for participation is the only inconvenience).
- Information regarding audio/videotaping/photographing and the option to explicitly consent to such recording
- That the individual may decline to answer any question (for research with interviews/questionnaires)
- That the participants can withdraw from the study, at any time, without negative consequences

- A clear explanation of what will happen to the data of a person who withdraws (e.g., will it not be used – destroyed or given to the participant; will it be included in the analysis with participant consent; is it logistically impossible to remove individual participant data).

Benefits / Risks:

- Potential benefits.
- Any possible or likely risks
- The plan for minimizing possible stressors or risks and for responding to them if they arise.

Compensation:

- Information about any payment, compensation or contribution for participation, and reasons they are considered necessary.

Access to Information and Confidentiality/Publication of Results:

- Information regarding who will have access to the data
- The degree of anonymity that will be provided and how this will be maintained
- The degree of confidentiality that will be provided and how this will be maintained.
- Limits on anonymity and confidentiality, if any (e.g., disclaimer for focus groups, small number of participants in a setting such that they could be identified).
- Information regarding retention and disposition of the data (during & after completion of the research)
- Use of data, including commercial purposes
- A statement indicating the researcher's intent to publish or make public presentations based on the research and whether or not the participant's identity will remain confidential (e.g., will pseudonyms be used?).

When appropriate, the following can be included:

- Why the research is important.
- A clear explanation of why the person has been invited to participate.
- A clear explanation of how the person was recruited (how you came to contact the person).
- Offer of a summary of the research results to participants (and a means to provide the summary).