

Consent Form (template)

If printed, the consent form must be on University letterhead.

Note: the consent form provided below is merely a template; the researcher should adapt the form to accurately reflect her/his research project and remove italicized text in the final version.

Title of the study:

Name of researcher* (*and of supervisor*, as the case may be*), along with his affiliation (*Department, Faculty, Institute*) and coordinates (*namely, telephone numbers and email addresses*).

** Note: There may be more than one researcher; the singular and the masculine gender have been used to simplify the text.*

Invitation to Participate: I am invited to participate in the abovementioned research study conducted by (*name(s) of researcher(s), or of student researcher(s) and supervisor(s), as the case may be*). (*If the project is funded, indicate the funding source*).

Purpose of the Study: The purpose of the study is to (*clearly indicate the aim of the study, its purpose and objectives, in a language that participants are able to comprehend using a grade 8 reading level*).

Participation: My participation will consist essentially of (*example: attending sessions*)(*give the number of sessions and length of time of each session/intervention*) during which (*description of tasks that the participants will have to perform*). (*The sessions*) have been scheduled for (*place, date and time of each session*). I will also be asked to (*examples: complete questionnaires, participate in interviews or focus groups, etc.; be very specific and include the duration of each activity*).

Risks: My participation in this study will entail that (*example: I volunteer very personal information, and this may cause me to feel* (*describe potential risks or inconveniences, whether emotional, psychological, physical, social, economic or other*)). I have received assurance from the researcher that every effort will be made to minimize these risks (*describe what measures are taken to minimize such risks*).

Benefits: My participation in this study will (*explain how the participation will benefit the participant, society and/or how it will contribute to the advancement of knowledge*).

Confidentiality and anonymity: I have received assurance from the researcher that the information I will share will remain strictly confidential. I understand that the contents will be used only for (*purposes for which the collected data will be used*) and that my confidentiality will be protected (*explain how the confidentiality will be protected*). (*If yours is a study where the protection of confidentiality may be breached because of a legal obligation, please indicate this in the consent form and explain the reason*). (*In cases where data collection is done via email / Internet, and particularly where the topic is personal or involves risk, please include the following sentence (or a similar one, as it applies to your project)* “In order to minimize

the risk of security breaches and to help ensure your confidentiality we recommend that you use standard safety measures such as signing out of your account, closing your browser and locking your screen or device when you are no longer using them / when you have completed the study.”

Anonymity will be protected in the following manner (*describe how anonymity will be guaranteed. If anonymity cannot be protected, state this expressly, explain the reason why and explain the risks involved for the participant, the organization, etc.; also, explain whether or not the identity of the participants will be revealed in publications.*)

Conservation of data: The data collected (*mention the data collected, both hard copy and electronic data; examples: tape recordings of interviews, transcripts, on Compact Discs, questionnaires, notes, etc.*) will be kept in a secure manner (*describe how and where the data will be stored, who will have access to it, and how long it will be conserved. Note: original data or a copy of the data must be kept on university campus during the full period of retention.*)

Compensation: (*Mention if there is compensation, whether it be money, a token gift (mention what the token gift is), a cab chit, etc.; remember that compensation must not be coercive. This paragraph can be removed if no compensation is offered.*)

Voluntary Participation: I am under no obligation to participate and if I choose to participate, I can withdraw from the study at any time and/or refuse to answer any questions, without suffering any negative consequences (*you may want to go into detail if there is a perceived risk of coercion, if the researcher is in a position of authority, for example*). If I choose to withdraw, all data gathered until the time of withdrawal will (*explain what will happen to the data gathered before the participant’s withdrawal*).

Acceptance: I, (*Name of participant*), agree to participate in the above research study conducted by (*name of researcher*) of the (*name of Department, Faculty, Institute*), which research is under the supervision of (*name of professor*).

If I have any questions about the study, I may contact the researcher or his supervisor.

If I have any questions regarding the ethical conduct of this study, I may contact the Office of Research and Ethics, Saint Paul University, 223 Main Street, Ottawa, ON K1S 1C4
Tel.: (613) 236-1393

There are two copies of the consent form, one of which is mine to keep.

Participant's signature: (*Signature*)

Date: (*Date*)

Researcher's signature: (*Signature*)

Date: (*Date*)