VANIER CÉGEP/COLLEGE

CONSENT FORM TEMPLATE
HUMAN RESEARCH ETHICS BOARD

Replace the instructions with the information requested.

Title of the Research

The research consent form should include the exact title of the research protocol (i.e., the title under which the research was approved and funded).

Researcher(s)

The name(s), degree(s), department (and affiliation, if other than the institution where the research is being conducted), and contact telephone number(s) of all researchers should appear immediately below the title of the research project.

It is imperative that the contact person (usually the principal researcher) be explicitly identified and an invitation offered to the prospective research participant to call with any questions. Time of availability should be clearly indicated (e.g., Monday to Friday, 9:00 to 5:00).

Sponsor(s)

The name of the company(ies) and/or the granting agency(ies) that is (are) sponsoring the research must appear on the form.

Description of the Research

A step-by-step description of the research as it will be experienced by the research participant must be provided, and it must clearly explain the expected length of her or his participation in the research. The objective is to provide the prospective research participant with a clear understanding of how she or he will be involved in the research (e.g., completion of a questionnaire, testing of equipment, testing of a new teaching method). In providing this description it is important to explain:

1. Whether any specific testing is required to determine eligibility for research participation (e.g., psychological testing)
2. Whether the research design involves specific research techniques such as randomization, sequential assignment, blinding, or placebo control
3. Whether the person's educational record will be reviewed
4. Whether research participation will result in missed school or work
5. Whether future use of the research data (e.g., subsequent use of photographs, videos, sound recordings) is or is not anticipated. If future use of the data is anticipated, this must be explained and the prospective participant must be assured that the data will be maintained in a manner that ensures confidentiality. If future use of the data is not anticipated, the participant should be told that the data will be destroyed once the research is complete

Potential Harms

Potential harms and potential benefits of research must be described separately from one another. Moreover, to further the goal of voluntariness, potential harms must be listed prior to potential benefits.

If there are no known or anticipated harms associated with the proposed research, this should be stated explicitly. If there are known potential harms to the research participant, these should be described as accurately as possible. This description should include relevant information about the nature of the potential harm(s) (how serious is the potential harm?), and the probability of occurrence (how likely is it that the potential harm will occur?). As well,

information concerning the possibility of reversibility should be included along with a description of any precautions that will be taken to minimize the probability of occurrence. In either case, there should be a statement acknowledging the possibility of unforeseen harms.

Suggested Wording

"There are no known harms associated with your participation in this research."

Potential Benefits

If there are no potential benefits to the prospective research participant, this must be stated explicitly. If there are potential benefits to the participant, these should be described as accurately as possible. This description should include relevant information about the nature of the potential benefit(s) (how important are these benefits?) and the probability of occurrence (how likely is it that the potential benefits will occur?).

In research projects where there may be anticipated benefits to society or to a specific group within society (e.g., students in a future version of a course), these potential benefits must be explained in a separate paragraph so as not to confuse potential benefits to others with potential benefits to the research participant.

Suggested Wording

"There are no known benefits to you associated with your participation in this research."
"You will not benefit directly from participation in this research."

Confidentiality

It is important for the prospective research participant to know who will have access to the research data and how such data will be stored. Usually, it is possible to assure the prospective research participant that confidentiality will be respected and that no information that discloses the participant's identity will be released or published without the proper consent. In rare instances it will not be possible to ensure confidentiality. When this is the case, the prospective research participant should be aware of this limitation.

Suggested Wording

"Confidentiality will be respected. No information that discloses your identity will be released or published without your specific consent."

Participation

The prospective research participant must be told very explicitly that she or he has the right to refuse to participate in the proposed research and, moreover, that a decision to participate in the research is not binding. It is important to make it clear that participant withdrawal may be made at any time without negative consequences. It is equally important to advise participants that withdrawal of their participation does not necessarily include withdrawal of any data compiled up to that point.

This section should include an offer to share the research findings with the participant upon completion of the research.

Suggested Wording

"Participation in research must be voluntary. If you choose not to participate, you will continue to have access to quality education. If you choose to participate and later decide to change your mind, you can say no and stop the research at any time. Again, you will continue to have access to quality education."

Consent

This section should provide a brief (one paragraph) summary of the research stating that the potential harms, benefits, and alternatives have been explained. There should be a statement to the effect that the prospective

research participant:

1. Has read and understood the relevant information
2. Understands that she or he may ask questions in the future
3. Indicates free consent to research participation by signing the research consent form

When consent is provided by a substitute decision-maker, there should be a record of the prospective research participant's assent to research participation, provided the prospective participant is capable of assent (e.g., this is possible for older children).

Suggested Wording

Statement of Consent

I certify that I have read the above information, understand the risks, benefits, responsibilities and conditions of participation as outlined in this document, and freely consent to participate in the _____ project.

Name: Signature: Date:

Statement of Parental/Guardian Consent (for participants under the age of 18 years)

I certify that I am the legal parent or guardian for _____ (Name) born _____ (Date of Birth).

I certify that I have read the above information, understand the risks, benefits, responsibilities and conditions of participation as outlined in this document, and freely consent to _____ 's (Name) participation in the _____ project.

Parental/Guardian Name: Parental/Guardian Signature: Date:

NB. This template was based on a sample consent form template developed by the National Council on Ethics in Human Research http://www.ncehr-cnerh.org/english/consente.php#s5