INFORMED CONSENT INSTRUCTIONS
(TCPS2-Chapter 3)

The purpose of informed consent is to obtain assurance that participants in research projects clearly understand what they are agreeing to do, that they are free to decline involvement or withdraw from the study at any time, without penalty and that all measurable steps are being taken to protect them. This process is meant to emphasize *Respect for Persons*. Consent must be obtained from participants PRIOR to the conduct of research.

INSTRUCTIONS:

As per the Nipissing University Research Ethics Committee (NUREB) Policies and Procedures and/or the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. It is the responsibility of the researcher to ensure that the following information is included in your consent letter.

Please use non-technical plain language. The letter should consistently be addressed to the reader (i.e., use "you", "your").

Included the following:

1. Nipissing University logo
2. Names and contact information of investigator(s) and their department affiliation including daytime phone numbers and email addresses. For student research, the name and contact information of the Faculty Supervisor must also appear
3. The identity of the funder or sponsor, if applicable
4. Information that the participant is being ***invited*** to participate in this research project
5. The role of the research participants, including **all** procedures in which they will be involved (paper and pencil tasks, interviews, surveys, questionnaires, physical or physiological tests, etc.) Note if audio/recording devices will be used
6. Length of time that will be required for ***each*** procedure/task
7. Frequency and overall duration, including the time associated with follow-up studies

8. The measures which you propose for providing feedback to research participants concerning the outcome of the research and any foreseeable secondary uses of the data (e.g., other studies, publications etc.)

9. A plain language description of all reasonably foreseeable risks (physical risks, discomforts or inconvenience as well as any psychological or social discomforts) that may be associated with participation in the research. If none, a statement that there are no known risks to participating in the study

10. Benefits to the research participants from their participation in the project

11. Benefits to society or to the advancement of knowledge from their participation

12. If incentives, remuneration, or compensation of any form will be offered to participants, provide full details regardless of whether or not you are providing compensation

13. Describe the level of privacy, confidentiality and/or anonymity promised to participants

14. A statement to the effect that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harm

14. ***Right to withdraw*** at any time without penalty or consequence; Participants are under no obligation to participate; are free to withdraw at any time without prejudice to pre-existing entitlements

15. **For focus groups**, a statement that confidentiality cannot be guaranteed if participants choose to speak outside the context of the research

16. **The Ethics Clearance statement:** *This study has been reviewed and received ethics clearance through Nipissing University's Research Ethics Board. If you have questions regarding your rights as a research participant, contact: Research Coordinator, Nipissing University, 100 College Drive, North Bay, ON P1B 8L7 or ethics@nipissingu.ca.*

SAMPLE OF STATEMENTS YOU MAY USE

Identified participants:

As a participant in this research project, I clearly understand what I am agreeing to do, and that I am free to decline involvement or withdraw from this project at any time, and that steps are being taken to protect me. I have read this Consent Form and have had any questions, concerns or complaints answered to my satisfaction. I have been provided a copy of this letter.

Anonymous participants:

Any information that is obtained from you in connection with this study is anonymous. Participation in this study is voluntary and you are free to withdraw at any time. You have the right to refuse to answer any question(s) that you find objectionable or which make you feel uncomfortable. Completion of this survey signifies your informed consent. Please keep a copy of this information letter for your records.

Parental or Legal Guardianship Consent (for minors):

As a parent or legal guardian of the child participating in this research study, I clearly understand what I am agreeing to do, and that I am free to decline my child's involvement or withdraw him/her from this project at any time; and that steps are being taken to protect my child. I have read this Parent(s) or Legal Guardian(s) Consent Form and have had any questions, concerns or complaints answered to my satisfaction. I have been provided with a copy of this letter.

1. Right of the parent and participant to have their child's personal information held confidential

2. Parental consent is not applicable

Where written consent is impossible (Refer toTCPS2, Article 3.12) you ***must*** provide a written statement to the participants including all information that pertains to your research. *(Examples may include but are not limited to: cultural appropriateness, sensitivities, or perceived as an attempt to legalize or formalize the consent process and therefore may be interpreted by the participant as a lack of trust on the participant.)*