**PARTICIPANT CONSENT FORM TEMPLATE & INSTRUCTIONS**

**Overview**

The purpose of this template is to provide you with an overview of what is required for a participant consent form. Please use plain language and adapt the template to your study. Please see [Chapter 3](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html) of the TCPS2 *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (2022) for more information on informed consent.

Avoid technical terms and jargon if a plain language explanation is available. Try to achieve a readability score at the grade 7 level. You can display the Flesch-Kincaid Grade Level Score in Word files. For instructions, see: <https://support.office.com/en-us/article/Test-your-document-s-readability-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2>

The Ethics ID (KPU REB 202X-XX) is required at the top of the consent form and on recruitment materials. Do not include other references to review and approval by the Research Ethics Board in consent or other supporting documents, as this statement may unduly influence invitees in making an informed, objective decision regarding their participation in the study.

Identify the document as a “Consent Form.” If the study involves multiple consent and/or assent forms, before uploading the documents to your ethics application, title the documents based on the intended audience (e.g., Consent Form for Parents, Consent Form for Youth).

**CONSENT FORM**

**[Title of Research Project]**

**Ethics ID KPU REB #202X-xx**

**STUDY TEAM**

Principal Investigator: Name, KPU faculty and department, contact information

Co-Investigator(s): Name, affiliation, contact information

(If applicable) Students are required to include their name, contact information, and name of supervisor.

(If applicable) Include funding or sponsor information.

**CONFLICTS OF INTEREST** (If applicable)

* Detail any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors.

**INVITATION & PURPOSE OF THE STUDY**

* Explain in lay terms why participants are being invited to participate in the study [describe the characteristics of the sample population being recruited or the inclusion criteria]
* Describe the purpose and objectives of the study in plain language.
* Students are required to state the research is part of their degree [add degree name].

**VOLUNTARY PARTICIPATION**

* Include a statement that participation in this research project is completely voluntary.
* Include a statement that whether one chooses to participate or not will have no effect on their position(s) (e.g., employment, academic standing).
* Note that participants will be given any information that is relevant to their decision to continue participating in the study.

**PROCEDURES**

* In simple terms, describe what will happen to participants if they agree to participate in the study. What are the procedures and research activities?
* Include method of gathering and recording study data and include this form of data collection in the “Confidentiality” section.
* Include the time requirement and location of the study.
* If you are asking any sensitive questions include a statement that some questions may make participants feel uncomfortable and remind them that they can skip answer any question they do not want to answer. Explain how they can skip any question.

**WITHDRAWING FROM THE STUDY**

* Inform participants they may withdraw at any time without explanation or consequence.
* Explain how participants can withdraw their data during the study and after the study is completed.
* Describe what happens to the data when a participant withdraws from the study.
* Explain any limitations on withdrawal (e.g., unable to withdraw data after submission of an anonymous survey).

**CONFIDENTIALITY**

* If you are planning to disclose the identity of study participants, this should be explained, along with how you will protect those who do not wish to have their identities disclosed. Otherwise, include an assurance that the participant’s identity will be kept confidential.
* Please be attentive to using terms like anonymous, anonymized and be sure that your use reflects the distinction between anonymity and confidentiality. A study can only be anonymous if it never has direct or indirect identifiers. Please review [Chapter 5](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter5-chapitre5.html) of the TCPS2 (2022) to confirm your understanding of these key principles.
* Describe what data will be collected. Specify the personal information that will be collected.
* Describe how data will be collected (ensure this description aligns with the description of how data will be stored and analyzed).
* Explain who will have access to data, including any personal information that is collected.
* Describe how data will be stored and analyzed.
  + *Identify whether the data will be directly or indirectly identified, coded, anonymous, or anonymized. Please review* [*Chapter 5*](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter5-chapitre5.html) *of the TCPS2 (2022) to confirm your understanding of these key principles.*
* Describe any technology that will be used to collect and/or store data. Include the location of servers (e.g., Canada, US).
  + *If any of the personal information collected will be stored outside of Canada (for example with a third-party service provider who has servers outside of Canada), state (i) the jurisdiction where data will be stored (for example, the location of the servers), and (ii) who will store and access the data from outside of Canada (for example one or more of the third-party service providers that you’ve listed above).*
* Explain any and all limits to confidentiality.
* Describe how data (including personal information, if applicable) will be shared and how confidentiality will be maintained in the dissemination of results.

**BENEFITS**

* Describe the benefits of the research for participants, communities, larger society, and/or advancement of knowledge. The TCPS2 states:

*Research involving humans may produce benefits that positively affect the welfare of society as a whole through the advancement of knowledge for future generations, for participants themselves or for other individuals. However, much research offers little or no direct benefit to participants. In most research, the primary benefits produced are for society and for the advancement of knowledge.*

* Do not overstate the benefits of your research or promise direct benefits to participants if they are unlikely or unknown. The REB does not consider payment to be a benefit (see ‘Payment’ section).

**RISKS**

* Describe any emotional, social, psychological, physical, economic, and other risks that are known or anticipated.
* Describe any risks at the individual-level and community-level (e.g., stigma, discrimination).
* Describe in detail the procedures in place to minimize risks.
* In cases where genetic information is being collected, additional risks to participants and their families may exist and must be described.

Note: The REB does not permit statements indicating the study is minimal risk on consent forms.

**PAYMENT (If applicable)**

* Describe compensation such as honorarium, gift cards, course credit.
* Inform participants they will receive the compensation even if they withdraw from the study and detail how that will happen.

**STUDY RESULTS**

* Describe how research results will be used and disseminated.
* Explain whether participants will be identified directly or indirectly in dissemination.

**DISPOSAL OF DATA**

* Describe when and how data will be destroyed.

Information collected during this study will be stored for... years. At the end of this time, all paper records will be shredded, and all audiotapes/videotapes/computer files will be deleted.

**OR**

**FUTURE USES OF DATA\*\***

*The potential for future use of data should be clearly disclosed in the consent form. Researchers should carefully consider whether their research data could be made available in the future and in what form (de-identified or otherwise) and disclose this information in the consent form.*

*Ensure this form includes:*

* *What data will be retained and for what purposes – please be explicit (survey data, interview data, etc.)*
* *A statement about what the potential for future uses will be and who will access the data in future. Who will govern the future uses of the data (these researchers or others)?*
* *What period of time that data will be available for future uses.*
* *If any, a discussion of any increased risk to participant, relating to the future uses of this data.*
* *That these future uses of their data are voluntary.*
* *If and how they can withdraw their data once it is in the repository.*

*If ‘future uses’ includes ‘Open Access’ also include the following:*

* *A statement about the nature of the data that will be publicly available, e.g. de-identified. Ensure terms and definitions are defined in lay terms.*
* *If any, a discussion of any increased risk to participant, e.g. possibility of re-identification.*
* *If not already covered in the consent form, a statement that once data is made publicly available, the participant will not be able to withdraw their data.*

**Future Use of Data: PLEASE SELECT STATEMENT:**

* I consent to the use of my data in future research about [same topic, NAME THE TOPIC]: \_\_\_\_\_\_ (Participant to provide initials or yes/no option)
* I consent to the use of my data in future research about [similar topics, NAME SCOPE OF TOPICS]: \_\_\_\_\_ (Participant to provide initials or yes/no option)
* I do not consent to the use of my data in future research: \_\_\_\_\_\_\_\_(Participant to provide initials or indicate no)

*(\*Note that if you plan to share identifiable information (videos, photographs, identifiable transcripts, etc.) for \*unknown\* future research, it is best practice to seek \*fully\* informed consent, from those participants, in the future, when the scope and nature of the future research is known. Approach this now, by asking the participants whether they agree to be contacted in the future, to provide informed consent at that time.)*

**CONTACT FOR INFORMATION ABOUT THE STUDY**

* Contact information for researcher(s).

**CONTACT FOR COMPLAINTS/ETHICS CONCERNS**

* Please add the following text to this section

*If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the KPU Research Ethics Board at* [*reb@kpu.ca*](mailto:reb@kpu.ca) *or 604-599-3163.*

**CONSENT & SIGNATURE**

Sample wording:

* Taking part in this study is entirely up to you. You have the right to refuse to participate in this study.
* Your signature indicates that you consent to participate in this study.

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Participant Signature Date

(or Parent or Guardian Signature)

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Printed Name of the Participant (or Parent or Guardian) signing above