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* (2018) for more information on informed consent.

PARTICIPANT CONSENT FORM TEMPLATE

**[Title of Research Project]**

**Approval #202\_-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 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 why participants are being invited to participate in the study.
* 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?
* (If applicable) Include method of recording and include this form of data collection in the below 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 feel uncomfortable or personal and remind participants that they can do not have to answer any question if they don’t want to. 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 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).

**ANONYMITY & CONFIDENTIALITY**

* If your study is anonymous describe how anonymity will be protected or explain limits to anonymity.

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 see [Chapter 5](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter5-chapitre5.html#a) of the TCPS2 (2018) if you require clarification.

* Confidentiality
  + Explain how participant’s privacy and confidentiality will be protected, including information on:
    - Storage of data
    - Access to data
    - Protection of data
  + Explain any and all limits to confidentiality.
  + Explain how confidentiality will be maintained in the dissemination of results.

If using an online survey or interview platform, you must include the location of the survey company’s server and include a description of any associated limits to confidentiality. If data will be sent or stored outside of Canadaa, this may increase the risk of disclosure of information because the laws in other countries dealing with protection of personal information may not be as strict.

If using a web-based survey or online interview platform that is located in the US (e.g., SurveyMonkey, Qualtrics, Zoom) you must include a statement to the effect of:

*This study will be using [\_\_\_\_\_] which is a U.S. company and as such is subject to U.S. laws including the U.S. CLOUD Act and U.S. Patriot Act. As such, there is a possibility that information about you may be accessed without your knowledge or consent by the US government in compliance with the US laws. The security and privacy policy for the web survey company can be found at the following link: [add link]*

**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 Compensation).

**RISKS**

* Describe any emotional, social, psychological, physical, economic, etc. risks that may be known or anticipated.
* Describe any risks at the individual-level and community-level (e.g., stigma, discrimination).
* Describe in detail how these risks will be addressed.
* In cases where genetic information is being collected, additional risks to participants and their families may exist.

**COMPENSATION (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 result will/may be used and disseminated.
* Explain whether participants will be identified directly or indirectly in dissemination (see above section on Confidentiality).

**DISPOSAL OF DATA**

* Describe when and how data will be destroyed or justify if data will be kept and how it will be stored.

**CONTACT FOR INFORMATION ABOUT THE STUDY**

* Contact information for researcher(s).

**CONTACT FOR COMPLAINTS/ETHICS CONCERNS**

* 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.

**PARTICIPANT CONSENT**

Remind participants that their participation is voluntary, and they can withdraw without any repercussions to their employment, schooling, et cetera. Inform participants that they do not waive any legal rights by participating in the study.

Signed consent

* Add in signature line, name of participant and date.
* Provide one copy for the participant and one for the researcher

Online consent

* Add an option to consent to the research, such as:
  + “I consent to participating in this study”
  + “I **do not** consent to participating in this study”