**Informed Consent Form Template**

**NOTE: (i) Items in red are for instructions only and must be deleted before printing**

**(ii) Separate consent forms are required for each activity e.g. interviews/ focus groups**

**Date**:

**Study Name**:

**Researchers**: [Include your name, faculty status, office address, contact information. If you are a student, please include your student status, graduate program, graduate supervisor]

**Purpose of the Research:** Include a statement in simple terms to tell people what the research is about. Include a statement on how the data will be disseminated (e.g., academic articles, thesis, dissertation, conferences, reports, etc.).

**What You Will Be Asked to Do in the Research**: Provide a brief description of what you will be asking participants to do [Include a statement regarding the estimated time commitment for the participant]. If you intend to provide inducements, please state what they are here.

**Risks and Discomforts**: Provide a description of any real or perceived risks (physical, emotional, economic, social) or potential discomfort that may result from participation in the research. If there is a possibility of harm or discomfort it **must** be described and the mitigation methods **must** be indicated.

 If there are no foreseeable and/or known risks then the following statement should be included: *“We do not foresee any risks or discomfort from your participation in the research.”*

**Benefits of the Research and Benefits to You**: *Include a statement regarding any benefits of the research as well as benefits to the research participants.*

**Voluntary Participation and Withdrawal**: [Include this statement] *Your participation in the study is completely voluntary and you may choose to stop participating at any time. Your decision not to volunteer, to stop participating, or to refuse to answer particular questions will not influence the* *[treatment you may be receiving] [nature of the ongoing relationship you may have with the researchers or study staff]* *nature of your relationship with York University either now, or in the future.*

Indicate the inducement you are offering the participant for agreeing to take part in the study.

***Clearly indicate****:* *“If you stop participating, you will still be eligible to receive the <specify the inducement> for agreeing to be in the project, even if you withdraw without completion of the research.”* In the event you withdraw from the study, all associated data collected will be immediately destroyed wherever possible. *[or, if applicable, “Should you wish to withdraw after the study, you will have the option to also withdraw your data up until the analysis is complete”].*

**Confidentiality**: *Unless you choose otherwise* [Indicate if the interviewing or recording of the participant will be associated with identifying information] *all information you supply during the research will be held in confidence and unless you specifically indicate your consent, your name will not appear in any report or publication of the research.*

If you intend to retain the identifiable data, include this statement: *The principal investigator will keep a link that identifies you to your coded information, but this link will be kept secure and available only to the principal investigator and/or selected members of the research team. Any information that can identify you will remain confidential.*

[Indicate how the data will be collected, e.g., handwritten notes, video/audio tapes, digital device.] *Your data will be safely stored in a locked facility* [or indicate how the data will be securely stored] *and only research staff/research team members will have access to this information.* [Indicate how long the data will be stored and whether it will be destroyed after the study (and how) or will the data be archived (and if so, where)]. *Confidentiality will be provided to the fullest extent possible by law.*

*For studies which include focus groups or other group-based data collection activities, please add the following statement:*

“Please be advised that although the researchers will take every precaution to maintain confidentiality of the data, the nature of [insert as appropriate (e.g., focus groups)] prevents the researchers from guaranteeing confidentiality. The researchers would like to remind participants to respect the privacy of your fellow participants and not repeat what is said in the focus group to others.”

**If you intend to use the data for future research purposes**, the following text should be adapted and included:

*The data collected in this research project may be used – [indicate whether it will be in an anonymous, or anonymized, or de-identified form] - by members of the research team in subsequent research investigations exploring similar lines of inquiry. Such projects will still undergo ethics review by the HPRC, our institutional REB. Any secondary use of anonymized data by the research team will be treated with the same degree of confidentiality and anonymity as in the original research project.*

**If you intend to make the data available to a data repository**, describe the manner in which the data will be provided (anonymized; identifiable), the open license under which it will be provided and the name of the repository/repositories if or wherever possible. The following statement should be added to the consent form.

*Please note that at the end of the study, [indicate whether identifiable, or anonymized, or de-identified data] may be deposited into one or more publicly accessible scientific repositories, such as York University Dataverse, so that data may be inspected and analyzed by other researchers. ,*  *[If data is not identifiable] the data that will be shared on [insert database/publication] will not contain any information that can identify you.*  [If initiating a customized data reuse agreement, please describe].

**If you intend to use Online surveys**: Note that when researchers use the internet to transmit or receive participant data, they should be aware that while in transmission, data may be subject to access by third parties as a result of various security legislation now in place in many countries Therefore, when a researcher is using one of these online survey systems the following statement should be added to the consent form:

*“Please note that the survey(s) [is/are] being conducted with the help of [Qualtrics, Survey Monkey, Google Forms etc], a company not affiliated with York University and with its own privacy and security policies that you can find at [Link to 3rd party’s privacy policy]. There is always a risk during web-based transmission that data can be intercepted by a third party (e.g., government agencies, hackers) and thus the confidentiality and privacy cannot be guaranteed.*

**If you intend to use a video/ audio conferencing software such as Zoom/ Webex/ Skype/ MsTeams: the following should be included:**

*“Teleconferencing/videoconferencing technology has some privacy and security risks. It is possible that information could be intercepted by unauthorized people (hacked) or otherwise shared by accident. This risk can’t be completely eliminated. We want to make you aware of this. If you are concerned about this, we would be happy to make alternative arrangements (where possible) for you to participate, perhaps via telephone.  Please contact XXX for further information.*

*Please note that it is the expectation that participants agree not to make any unauthorized recordings of the content of a meeting / data collection session.”*

**Questions About the Research?***If you have questions about the research in general or about your role in the study, please feel free to contact Dr. XXXXXX either by telephone at (XXX) xxx-xxxx, extension xxxxx or by e-mail* (xxxx@yorku.ca). [If you are a student, please also include your Graduate Program contact information.] *This research has received ethics review and approval by the Human Participants Review Sub-Committee, York University’s Ethics Review Board and conforms to the standards of the Canadian Tri-Council Research Ethics guidelines. If you have any questions about this process, or about your rights as a participant in the study, please contact the Manager, Research Ethics in the Office of Research Ethics, York University (e-mail* *ore@yorku.ca**). This office oversees the ethical conduct of research studies and is not part of the study team. Everything that you discuss will be kept confidential*.

**Legal Rights and Signatures**:

I *(fill in your name here),* consent to participate in *(insert study name here*) conducted by *(insert investigator name here)*. I have understood the nature of this project and wish to participate. I am not waiving any of my legal rights by signing this form. My signature below indicates my consent.

**Signature Date**

Participant

**Signature Date**

Principal Investigator

**\*For online consent, please remove the signature and date fields above and instead provide online consent options.**

**Additional consent (where applicable)**

You must seek additional consent by including check boxes or requesting additional signatures for the following:

* [For audio recording, please include the following:]
1. **Audio recording**

☐ I consent to the audio-recording of my interview(s).

* [For video recording/authorize use of photographs, please include the following:]
1. **Video recording**

☐ I consent to the video-recording of my interview(s).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to the use of images of me (including video and other moving images), my environment and property in the following ways (please check all that apply):

In academic articles [ ]  N [ ]  Y

In print, digital and slide form [ ]  N [ ]  Y

In academic presentations [ ]  N [ ]  Y

In media [ ]  N [ ]  Y

In thesis materials [ ]  N [ ]  Y

1. **Photographs**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to the use of images of me, my environment and property in the following ways (please check all that apply):

In academic articles [ ]  N [ ]  Y

In print, digital and slide form [ ]  N [ ]  Y

In academic presentations [ ]  N [ ]  Y

In media [ ]  N [ ]  Y

In thesis materials [ ]  N [ ]  Y

* If you are offering the participants the option to waive anonymity, include the following:
1. **Consent to waive anonymity**

I, <<insert participants name>>, consent to the use of my name in the publications arising from this research.

* If you plan to deposit research data for future use, select and adapt the following:
1. **Consent to data deposit**

If the data disclosure level risk is low-medium

I understand that my de-identified data will be placed into an open research data repository. Y / N

[If anonymity is waived by participants and risk level is low] I understand that my identifiable data will be placed into an open research data repository. Y / N

If the data disclosure risk level is high

I, <<insert participants name>>, consent to my de-identified data being placed into a research data repository with restricted access.

1. **Consent to use of quotes**

If you intend to use quotes from participants, consent must be obtained for this.

I consent to the use of quotations in any final reports/ publications of the research? Y / N