

**Consent Form: Instructions**

**Title of research project**: Either the Title of your Project or a Title in Lay Language

**Funding Source:** Provide the name of the funder here. If not funded, delete this line. (Scholarship money does not need to be disclosed.)

**Date of ethics clearance**: To be determined by the REB (as indicated on the clearance form)

**Ethics Clearance for the Collection of Data Expires**: To be determined by the REB (as indicated on the clearance form)

The following information should be incorporated into the consent form:

1. The consent form is normally in the first person. (*Example:*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ volunteer to participate in a study on ………………..)

1. The consent form must be in plain language. (This ensures that the participants fully understand what they are agreeing to undertake.)
2. The consent form must have the title of the project. If the project is too technical or complicated for the general public you are required to provide a more accessible (lay language) title. This lay title must be approved by the REB and presented at the time of your application.
3. Provide a brief and clear description of the project.
4. Explain any and all procedures for the study, including the duration of interviews, observations, etc. and frequency, if applicable. These must be clear and detailed. (It is important that participants understand exactly what is being asked of them and what the time commitment will be.)
5. Explain the use of any audio, video or photographic recording. Include an explanation of the storage and destruction of recordings and photographs. (This includes information about when they will be destroyed.)  
   Inform participants if recordings will be destroyed after being transcribed. (This is normal practice. If you are not planning on destroying them, you must explain why.)
6. Describe all known risks, discomforts, and/or inconveniences (physical, psychological, emotional, economic, and social.)   
   Even if a project is deemed to be minimal risk, you must still explain this to your participants.
7. Describe what steps will be taken to reasonably protect the participant. Example: The right to decline answering questions, to end the study or to withdraw from the study. (These are all requirements and must be included in your consent form.)  
   Note: participants who withdraw from a study must have their data destroyed.
8. Describe if participants will be anonymous or not. In order to protect the identity of all participants, researchers cannot offer participants optional anonymity. (Optional anonymity is when a participant may choose to be identified while others remain anonymous. Allowing participants to do so could make it possible to identify the anonymous participants.)   
   Participants can be given the option to request that certain responses not be attributed to them or to request that certain comments not be included in the final project.  
   Note: this is also another means of protecting participants from known risks.
9. Describe any limits on confidentiality. This could include a duty to report if you learn that a participant may cause harm to themselves or others.
10. Explain how to withdraw from the study and provide a date of withdrawal. (Examples include a specific date or something similar to “up to one month after the interview takes place”. This ensures that participants will not withdraw once your project is completed and presented.)
11. List who will have access to the research data, including researchers and research supervisors. Also list all third-party participants who will have access to private information or will store private data.
12. Describe all known and/or anticipated benefits arising from participation in the study.
13. Include all details concerning compensation for participants. If you are not offering compensation you can skip this point.  
    Compensation can include refreshments, gift cards or cash. Keep in mind that compensation should not be an incentive to participate. (I.e., Compensation should not be so extravagant that participants are compelled to participate.)
14. A statement on how the data will be stored and protected.   
    In the case of electronic data, it could be encrypted or stored on a password-protected computer, depending on the sensitivity of the data. (Note: USB sticks cannot be password-protected. CCS does sell USB keys that are encrypted.) Hard copies must be kept in a secure location such as a locked cabinet or office. You must specify the exact location.
15. Information on length of time data will be kept. If destroying data indicate when and how. If you are keeping the data for future research it must be clear that the data will only be used for the purposes and topic it was gathered for and not for a totally unrelated research project.
16. A statement on whether or not research findings will be available to the participants and how/where they will be made available to the participants.
17. A statement indicating that the ethics protocol for this project was reviewed and received ethics clearance by the Carleton University Research Ethics Board. *(Please note that until you receive your clearance form from the REB, you cannot proceed with your research.)*

Include the contact information for the REB (choose the appropriate board):  
  
CUREB-A:

If you have any ethical concerns with the study, please contact Dr. Andy Adler, Chair, Carleton University Research Ethics Board-A (by phone at 613-520-2600 ext. 2517 or via email at [ethics@carleton.ca](mailto:ethics@carleton.ca)).

CUREB-B:

If you have any ethical concerns with the study, please contact Dr. Andy Adler, Chair, Carleton University Research Ethics Board-B (by phone at 613-520-2600 ext. 4085 or via email at [ethics@carleton.ca](mailto:ethics@carleton.ca)).

1. Contact information for the researcher: include your name, departmental affiliation, Carleton University e-mail account and telephone for contact information.   
   If applicable, also provide contact information for your research supervisor.
2. Signature and date section for participant and for researcher. EXAMPLE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of participant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of researcher Date

Include a note at the end of the document indication that it has been printed on both sides of a single (or more) sheet of paper. Please also number your consent form pages as “page 1 of 2” (or something similar).

Please also include a note indicating that participants should retain a copy of this documents for their records. (The researcher must keep a copy as well.)