# Consent Form Template for Course Ethics Projects

Ensure that all yellow highlighted sections of this form have been removed and/or edited as required before distribution to participants.

**CONSENT FORM**

**Title of Study:
Study Number: [3000156 – Course Ethics number from instructor]
Department or Faculty:**

**Student Investigator:** Include the Students Name, and contact information.

**Course Instructor**: List the course instructor and their contact information.

### INVITATION AND STUDY PURPOSE

**[Alternative headings: Why should you take part in this study? Why are we doing this study?]**

This study is taking place to fill the requirements of coursework for a student researcher. You are being invited to take part in this research study because [describe the characteristics of the sample population being recruited or the inclusion criteria].

### VOLUNTARY PARTICIPATION

Your participation is voluntary. You have the right to refuse to participate in this study. If you decide to participate, you may still choose to withdraw from the study at any time without any negative consequences to yourself. To withdraw please contact the student researcher or course instructor.

OR IF DOING AN ONLINE SURVEY

Your participation is voluntary. You have the right to refuse to participate in this study. If you decide to participate, you may still choose to withdraw from the study without any negative consequences. To withdraw please exit the survey screen at any point before you submit your responses. Due to the confidential nature of this survey we will not be able to remove your answers once they have been submitted.

### STUDY PROCEDURES

**[Alternative headings: What happens if you say, “Yes, I want to be in the study”? What happens to you in the study? How is the study done?]**

Explain in simple lay terms exactly what will happen to people if they participate in the study. Describe the total amount of time required if they participate in the research. Edit and include all relevant points below.

If you agree to participate here is how we will do the study:

* We will ask you about [XXX].
* We will give you a form with questions to answer.
* If you decide to take part in this research study, here are the tests and procedures we will do: At the beginning of the study… During the study… At the end of the study:
* Describe how many sessions or visits, amount of time required for interviews/questionnaires, amount of time required for each visit as well as the total overall amount of time anticipated for participation, etc.
* If audio or video-recording or photography is involved, include a statement to that effect and describe under Confidentiality how you will ensure the confidentiality of the recordings and who will have access to them. The eventual fate of these records must also be disclosed (i.e., where and for how long they will be stored and whether they will be destroyed, any plans for secondary use). It is considered best practice to destroy recordings as soon as possible (for example, when transcription is complete) as they are considered identifiable data.

### POTENTIAL RISKS OF THE STUDY

Choose one or an appropriate alternative, there should be only minimal risk in course approval work.

* There are no foreseeable risks to you in participating in this study.
* We do not think there is anything in this study that could harm you or be bad for you. Some of the questions we ask might upset you. An example of one of these questions is […]. Please let the researcher know if you have any concerns.

### POTENTIAL BENEFITS OF THE STUDY

Note that the REB does not consider payment to be a benefit. Payments are used to encourage participation and should never be advertised as a benefit to participating in a study.

Choose one or an appropriate alternative, ensure that you do not overstate benefits.

* No one knows whether you will benefit from this study. There may or may not be direct benefits to you from taking part in this study.
* We do not think taking part in this study will help you. However, in the future, others may benefit from what we learn in this study.

### CONFIDENTIALITY

If you are planning to disclose the identity of study participants in your study results or reports, 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.

Be careful with your use of terms (coded, anonymized, anonymous). The term ‘anonymous’ should only be used for information that never had identifiers associated with it.

Edit and include all relevant points below.

* Your confidentiality will be respected. Information that discloses your identity will not be released without your consent.
* All study data will be stored on SFU Vault [or other secure SFU storage solution such as Canvas].
* *[If using social media:]* Please note that liking, sharing, or posting to comments sections on social media or other forums about this study may identify you as a participant. We therefore suggest that if this study was made available to you via a social media site or other online forums, you refrain from posting comments to protect your confidentiality.
* *[If using online platforms:]* This **interview/survey** is hosted by **SERVICE PROVIDER**, a US company. Any data you provide may be transmitted and stored in countries outside of Canada, as well as in Canada. It is important to remember that privacy laws vary in different countries and may not be the same as in Canada.
* *[If the study involves focus groups or group discussions*:] Full confidentiality cannot be maintained in a group setting. We encourage participants not to discuss the content of the focus group to people outside the group; however, we can’t control what participants do with the information discussed.

### STUDY RESULTS

The results of this study will be used to complete course requirements for [enter course title].

Please note that in current best practices in research, electronic data is to be preserved for future use in open access initiatives. Data is normally uploaded to an online repository and these files are stripped of any information that could identify participants (e.g., names, email addresses), to ensure confidentiality.

### CONTACT FOR COMPLAINTS OR CONCERNS

If you have any concerns about your rights as a research participant and/or your experiences while participating in this study, you may contact the SFU Office of Research Ethics at dore@sfu.ca or 778-782-6618 or **COURSE INSTRUCTOR NAME AND CONTACT INFORMATION.**

### FUTURE CONTACT

[If researchers wish to contact participants later for follow-up purposes include this request. ]

* Do you consent to be contacted with follow up questions?

### PARTICIPANT CONSENT

Taking part in this study is entirely up to you. You have the right to refuse to participate in this study. If you decide to take part, you may choose to withdraw from the study at any time without giving a reason and without any negative consequence to yourself.

* Your signature below *(OR: verbal agreement /clicking next)* indicates that you have received a copy of this consent form for your own records.
* Your signature below *(OR: verbal agreement /clicking next)* indicates that you consent to participate in this study.
* You do not waive any of your legal rights by participating in this study.

**Important notes:**

In some cases, it may not be appropriate to ask a participant to sign a consent form. Instead, the consent information could be communicated to a participant verbally . This indication of consent would need to be documented by the Student Investigator in their study notes.

If a consent form is being used for a survey: the consent form should be the first page of the survey, so the landing page from the survey url. Consent can be recorded by having an ‘I agree’ button at the bottom of the consent form so that the consent process has been completed prior to the participant accessing the survey questions

The signature of a Witness should **not** be included.

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_