**Informed Consent Form [TEMPLATE]:**

**Psychology ResEARCH EXPERIENCE POOL (prep)**

**The Informed Consent Form should be:**

* Written in plain, clear language, avoiding the use of jargon and acronyms.
* Tailored to the reading level of the participants so that they can understand what is required of them and make an informed decision about their participation.
* Presented on Memorial University letterhead.
* Participants should be given a copy of their signed consent form.
* Another copy should be retained by the researcher.

This template outlines only the minimum information that should be included in the consent form. For additional information on what may be required, please consult:

a. **The “Application Guidelines” page:** <https://www.mun.ca/research/ethics/humans/icehr/application-guidelines.php>

b. **The “Documenting Informed Consent” page:**

 <https://www.mun.ca/research/ethics/humans/icehr/informed-consent/>

The informed consent form template begins on the next page.

**Do not** include this instruction page with your consent form.

**Important:**

Directions for what to include in each section are written in ***italicized blue text.***

All *italicized blue* text should be replaced by your own project-specific information.

Highlighted text is specific to PREP participants and should be included (but remove the highlighting- this is to indicate key differences from the base consent form template).

**Do not include italicized blue template text in the consent form that you submit to ICEHR for review.**

**Informed Consent Form**

Title: *Title of research project*

Researcher(s): *Name(s), departmental and institutional affiliation(s), contact information*

Supervisor(s): *If applicable, include* the name*(s), departmental and institutional affiliation(s), and contact information for your supervisor(s).*

You are invited to take part in a research project entitled *“your project title here.”*

This form is part of the process of informed consent. It should give you the basic idea of what the research is about and what your participation will involve. It also describes your right to withdraw from the study. In order to decide whether you wish to participate in this research study, you should understand enough about its risks and benefits to be able to make an informed decision. This is the informed consent process. Take time to read this carefully and to understand the information given to you. Please contact the researcher, *your name here*, if you have any questions about the study or would like more information before you consent.

It is entirely up to you to decide whether to take part in this research. If you choose not to take part in this research or if you decide to withdraw from the research once it has started, there will be no negative consequences for you, now or in the future.

**Introduction:**

*Begin with a statement of who you are (e.g. faculty, staff, master’s or doctoral student) and your school or departmental affiliation. If applicable, include the agency funding this project (e.g. SSHRC). Students’ state:* As part of my *(e.g. Masters / Honours / Doctoral thesis / dissertation)* I am conducting research under the supervision of Dr. *your* *supervisor’s name here*.

**Purpose of study:**

*In a paragraph, briefly describe the objectives and significance of the study.*

**What you will do in this study:**

*Explain clearly what you are asking participants to do so that they can make an informed decision as to whether or not they wish to participate.*

**Length of time:**

*Explain clearly, but briefly, the* ***total*** *time commitment required to participate (e.g. length of time required to complete an interview or survey; and/or the number and length of any experimental sessions).*

**Compensation (If not applicable, delete heading and section):**

*If incentives or honorariums will be given to participants, specify here.*

You will receive one credit point toward your Psychology course per hour of participation or part thereof.

**Withdrawal from the study:**

*This section must address:*

* *How participants can stop and/or end their* ***participation*** *during the data collection (e.g. ending an interview partway through)**and* ***what will be done with any data*** *collected up to that point.*
* *Any* ***consequences*** *that withdrawal may have on the participant (e.g. if incentives have been offered).*

*Include* ***one*** *of the following regarding data removal, as applicable to your study:*

* ***If data can be removed*** *from the study after participation has ended (e.g. by removing the interview transcript several months after it was recorded), specify a* ***cut-off date*** *up to which this is possible (e.g. an approximate time prior to the data being aggregated and/or prepared for publication). OR:*
* ***Specify that data cannot be removed*** *and why (e.g. data will be anonymized**and/or cannot be removed after it is aggregated).*

**Possible benefits:**

*Briefly describe any potential benefits to:*

1. ***Participants*** *that may result directly or indirectly from their participation in the study. Do not**include monetary incentives or honorariums.*
2. *The* ***scientific/scholarly community and/or society as a whole*** *that would justify participants’ involvement in the study.*

**Possible risks:**

*Explain any potential risks to being in the study – physical, emotional, social, or financial (as you did in Section C, item #2 of the application form). If there is a risk that a participant may become upset, describe how you will deal with such a situation (e.g. referring participants to a counselor).*

**Confidentiality:**

The ethical duty of confidentiality includes safeguarding participants’ identities, personal information, and data from unauthorized access, use, or disclosure.

*Include a statement advising participants how their privacy and confidentiality will be maintained. If confidentiality cannot be guaranteed (e.g. participants may be identifiable due to specific characteristics in the sample population), specify the limits to confidentiality. See* [*http://www.mun.ca/research/ethics/humans/icehr/informed-consent/wording-suggestions.php*](http://www.mun.ca/research/ethics/humans/icehr/informed-consent/wording-suggestions.php)

**Anonymity:**

Anonymity refers to protecting participants’ identifying characteristics, such as name or description of physical appearance.

*There is a difference between anonymous participation and anonymous data.*

*For example, participants’ anonymity cannot be guaranteed if data is collected in a group setting, but the data obtained from that participation can be reported without identifiers.*

*Limits to anonymity, of participation and/or data, should be explained. For examples see:*

[*http://www.mun.ca/research/ethics/humans/icehr/informed-consent/wording-suggestions.php*](http://www.mun.ca/research/ethics/humans/icehr/informed-consent/wording-suggestions.php)

*Some participants may prefer not to be anonymous – in community-based and/or participatory research, for instance – and this option should be given as long as it does not negatively affect and/or identify other participants who do wish to remain anonymous.*

*If anonymity is desired, researchers should assure participants that* Every reasonable effort will be made to ensure their anonymity; and they will not be identified in publications without their explicit permission.

Please note that your course instructor will not have access to detailed Psychology Research Experience Pool participation details. He or she will only be able to view the total number of credit points earned by students, and will not know whether you have participated in this, or any other study, nor whether any credit points earned from participation in any study were earned from Research Participation, Research Observation, or completion of the alternative assignment.

**Recording of Data:**

***If applicable****, provide information on the use of audio recording, video recording, photographic records, etc. in the study. Include yes/no checkboxes (at the end of this form) for participants to indicate agreement, or not, to the use of* ***each type*** *of recording device.*

**Storage of Data:**

*Describe:*

* *How the data will be stored – e.g. hardcopy, on a hard drive, a USB stick*.

 *Electronic data should be stored on password-protected devices.*

* *Where you will store the data – should be a secure location such as a locked filing cabinet. Consent forms should be stored separately from the data.*
* *Who has access to the data – supervisor, research assistants, co-investigators, transcribers.*
* *How long data will be stored\**

*\*As per University policy, you must state that “*data will be kept for a minimum of five years, as required by Memorial University’s policy on Integrity in Scholarly Research.*” Retaining or destroying data beyond the required 5 years is at the discretion of the researcher, but should be explained to participants in this section.*

***Archiving data:*** *any intentions to archive data, especially to be accessible to other researchers, must be clearly explained and consent obtained (with a yes/no checkbox at the end of this form). Participants should be informed whether or not the archived data will be anonymized.*

***Online surveys:*** *Familiarize yourself with the privacy policy of the website you are using. If the website is hosted in the United States, include a statement regarding data storage and privacy:*

 The on-line survey company, *name of company (e.g. SurveyMonkey),* hosting this survey is located inthe United States. The US Patriot Act allows authorities to access the records of internet service providers. Therefore, anonymity and confidentiality cannot be guaranteed. If you choose to participate in this survey, you understand that your responses to the survey questions will be stored and may be accessed in the US. The security and privacy policy for the web survey company can be found at the following link: *insert a link to the company’s privacy policy, for example:* [*https://www.surveymonkey.com/mp/policy/privacy-policy/*](https://www.surveymonkey.com/mp/policy/privacy-policy/%29).

*Full and informed consent requires that this information be communicated to the participants.*

*Alternatively, to avoid the possibility of exposure to the U.S. government, use a provider hosted in Canada, such as FluidSurveys. Also, SurveyMonkey enables anonymous surveys in which no personally identifying information or IP addresses is collected from respondents. Their explanation of how researchers can do this is at* [*http://help.surveymonkey.com/app/answers/detail/a\_id/335/*](http://help.surveymonkey.com/app/answers/detail/a_id/335/)*.*

*— (https://www.surveymonkey.com/blog/en/blog/2011/05/10/patriot-act/)*

**Research Participation vs. Research Observation**

Your participation in this study is intended to be an educational Research Experience. You therefore have the choice of whether or not to provide data to researchers for inclusion in their analysis. If you consent to provide your data for analysis, please check the box below labeled “Research Participation”. However, if you wish to observe the process of research participation without providing data to researchers for inclusion in their analysis, then you may choose to do so, without any loss of experience or credit. If you consent to observe the research experience without providing any data, please check the box below labeled “Research Observation”. Please note that you may choose to change your Research Experience from Participation to Observation at any time before the end of the study session, without loss of experience or credit.

**Reporting of Results:**

*Provide information about:*

* ***Where the data will be published*** *(e.g. a thesis, journal articles, conference presentation, report to an agency). Students indicate that* The thesis will be publically available at the QEII library*.*
* ***How it will be reported*** *(e.g. using direct quotations, or personally identifying information (with permission only); or reporting only in an aggregated and/or summarized form).*

**Sharing of Results with Participants:**

*Explain what information and/or feedback on the study will be available or provided to participants after the project is complete (e.g. report, poster presentation, pamphlet).*

*Indicate how/if participants can access the study results without having to contact the researcher (e.g. researcher’s website).*

**Questions:**

*Potential participants should be given the opportunity to ask questions and receive answers to their questions prior to giving their consent.*

You are welcome to ask questions at any time before, during, or after your participation in this research. If you would like more information about this study, please contact: *Researcher’s name and contact information. Students: also include supervisor’s information here.*

***The following* ICEHR Approval Statement *must be included on all Consent Forms:***

The proposal for this research has been reviewed by the Interdisciplinary Committee on Ethics in Human Research and found to be in compliance with Memorial University’s ethics policy. If you have ethical concerns about the research, such as the way you have been treated or your rights as a participant, you may contact the Chairperson of the ICEHR at icehr@mun.ca or by telephone at 709-864-2861.

**Consent:**

Your signature on this form means that:

* You have read the information about the research.
* You have been able to ask questions about this study.
* You are satisfied with the answers to all your questions.
* You understand what the study is about and what you will be doing.
* You understand that you are free to withdraw participation in the study without having to give a reason, and that doing so will not affect you now or in the future.

***Only include the points that are applicable to your study.***

* You understand that if you choose to end participation **during** data collection, any data collected from you up to that point will be *Choose* one *of the following to complete the bullet point, as applicable to your study*.

destroyed.

 retained by the researcher, unless you indicate otherwise.

*Choose* ***one*** *of the following, as applicable to your study:*

* You understand that if you choose to withdraw **after** data collection has ended, your data can be removed from the study up to *insert cut-off date here*.
* You understand that your data is being collected anonymously and therefore cannot be removed once data collection has ended.
* You understand the difference between Research Participation and Research Observation, and that you may freely choose which Research Experience option you prefer
* You understand that you are free to change your Research Experience option from Participation to Observation at any time before the end of the study session, without having to give a reason, and that doing so will not affect you now or in the future.
* You understand that any data collected from you up to the point of your choice to participate as a Research Observer will be destroyed.

***Include only the checkboxes that are relevant to your study!***

*These are some common examples, not an exhaustive list. If you require consent for something not listed here, include an appropriate checkbox in this section.*

|  |  |
| --- | --- |
| I agree to be audio-recorded  | [ ]  Yes [ ]  No |
| I agree to be video-recorded  | [ ]  Yes [ ]  No |
| I agree to be photographed  | [ ]  Yes [ ]  No |
| I agree to the use of direct quotations  | [ ]  Yes [ ]  No |
| I allow my name to be identified in any publications resulting from this study  | [ ]  Yes [ ]  No |
| I allow data collected from me to be archived in *insert name/description of archive here*  | [ ]  Yes [ ]  No |

**Research Participation vs. Research Observation**

[ ]  Research Participation: I consent to provide data from my research experience to researchers for analysis.

[ ]  Research Observation: I do not consent to provide data from my research experience to researchers for analysis.

By signing this form, you do not give up your legal rights and do not release the researchers from their professional responsibilities.

**Your signature confirms:**

 [ ]  I have read what this study is about and understood the risks and benefits. I have had adequate time to think about this and had the opportunity to ask questions and my questions have been answered.

[ ]  I agree to participate in the research project understanding the risks and contributions of my participation, that my participation is voluntary, and that I may end my participation.

 [ ]  A copy of this Informed Consent Form has been given to me for my records.

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Signature of participant Date

**Researcher’s Signature:**

I have explained this study to the best of my ability. I invited questions and gave answers. I believe that the participant fully understands what is involved in being in the study, any potential risks of the study and that he or she has freely chosen to be in the study.

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Signature of Principal Investigator Date