**Informed Consent Document [TEMPLATE]:**

**Psychology Research Experience Pool (PREP)**

(Revised September 2023)

This template outlines the information that is required for informed consent, based on Article 3.2 of the TCPS2 <https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html>

For additional details, please consult the **ICEHR “Documenting Informed Consent” page:**

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

Participants should be given a copy of the consent document prior to the data collection session, so that they have an opportunity to read, understand and/or ask questions before they decide whether or not to participate.

**The Informed Consent Document should be:**

* Written in plain, clear language, without academic jargon.
* Written in second person tense [you, your] to ‘speak to’ the potential participants.
* 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.

The informed consent document template begins on the next page.

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

**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). Please take note of key text for online studies in red font.

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

**Informed Consent Document (PREP)**

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. This document explains what the research is about and what your participation will involve. It is entirely up to you to decide whether or not to take part in this research. Please contact the researcher if you have any questions about the study or would like more information before you consent.

**Purpose of Study:**

*Briefly describe the objectives and significance of the study.*

**What You are being invited to do in this Study:**

*Explain clearly what participants are being asking to do (e.g. interview and/or survey; experimental sessions), and how the data will be captured / documented (such as audio and/or video recording, photographs, electronic and/or hard copy).*

*If any type of data capture is optional, specify the alternate method and include yes/no checkboxes at the end of this document for participants to indicate agreement, or not, to the use of* ***each type*** *of data recording. If not optional, explicitly state the required method of recording the data, and do not include yes/no checkboxes at the end of this document.*

*If data will be collected online state that* Data collected from you as part of your participation in this project will be hosted and/or stored electronically by *[insert name of platform, host, provider (e.g. Qualtrics, Webex, Zoom) that you intend to use]*.

*Explain 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 experimental sessions).*

*Specify incentives or honorariums, such as gift cards, that will be given to participants.*

*Specify the credit point value of the study here (e.g.,* You will receive 0.5 credit points toward your Psychology course for participation in this study.)

**Anonymity and Confidentiality:**

*Distinguish between anonymous participation and data, as well as confidential participation and data. For example:*

* *Participation in an online Qualtrics survey that does not collect any identifying information is anonymous, and the data is also anonymous.*
* *Participation in an in-person interview is not anonymous, but the data can be reported without identifiers.*
* *Participation in a focus group is not anonymous, and there are limits to confidentiality of participants’ data when it is collected in a group setting, even if the data is reported without identifiers. As well, participants may be identifiable to informed readers due to the specific characteristics of a small sample population. See more at* [*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)

***Explain how the data will be reported*** *and whether participant’s privacy and confidentiality will be safeguarded.**For example, indicate if direct quotations or personally identifying information will be reported, and if participants will be asked to give specific permissions using the checkboxes at the end of this document. Or, indicate that the data will only be reported in an aggregated, anonymized, and/or summarized form. \*\*NOTE that data is not aggregated if direct quotations are reported\*\* If anonymity is possible and/or desired in reporting the data, researchers should assure participants that* you will not be identified in publications [without your explicit permission \**Only include this phrase if you are giving participants the option to be identified, and provide the yes/no checkbox at the end of this document*].

*Some participants may prefer to be identified in the publication / dissemination of the study findings – in community-based and/or participatory research, for instance – and this option may be given as long as it does not negatively affect and/or identify other participants who do not wish to have their participation known and/or their data attributed to them in the study findings.*

*For online PREP studies:*

All data that you provide will remain confidential. No personally identifiable information will be associated with your data. Specifically, your SONA ID will be removed prior to data analyses. All analyses of the data will be aggregated, meaning they will be averaged across all the participants; your individual responses will never be specifically analyzed.

*For all PREP studies:*

Please note that your course instructor will not have access to detailed Psychology Research Experience Pool participation details. They 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.

**Withdrawal from the Study:**

*This section must address:*

* *How participants can stop and/or end their* ***participation*** *during the data collection (e.g. partway through an interview)**and* ***what will be done with any data*** *collected up to that point.*
* *How participants can request* ***removal of their data*** *after data collection has ended. Article 3.1(c) of the TCPS2 requires that if a participant withdraws consent, they can also request the removal of their data unless or until it is impossible or impracticable to do so. As such, include one of the following:*
* ***If data can be removed*** *from the study after participation has ended (e.g. by removing an interview transcript or survey containing identifying information), specify a* ***cut-off date or period of time*** *up to which removal of data is possible (e.g. prior to the data being aggregated or anonymized).*
* *If participants will be given the option to review / verify their data (e.g. a transcript of their interview), and to add, change, or delete information, state this and include the timeline for this process, in conjunction with the cut-off date.*

-OR-

* ***Specify that data cannot be removed*** *and why (e.g. data will be collected anonymously and cannot be identified).*

*For online studies:*

If you withdraw, your entered data will not be retained and your SONA ID will only be used to assign credit points for your participation. If you complete the study, your data will be retained unless you request that your data be removed on the final page of the study.

**Use, Access, Ownership, and Storage of Data:**

*Describe:*

* *How and where the data will be securely stored – e.g. hardcopy, on a hard drive, a USB stick*. *Electronic data files should be password-protected and stored on password-protected and/or encrypted devices.*
* *Who will have access to the data – supervisor, research assistants, co-investigators, transcribers, funders and/or partner organizations. NOTE that data access / ownership must be consistent with any funded or non-funded contract or research agreement(s) associated with the project.*
* *Any intentions to deposit the data to an archive and/or open access platform, to be accessible to and used by other researchers. If the data is not collected anonymously, participants should also be informed whether or not the archived data will be anonymized. Consent for archiving must be obtained with a yes/no checkbox at the end of this document.*

*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.*” If funding and/or partner organizations associated with the project have stipulated other provisions, these must also be stated.*

*\*Note that the MUN policy does not require data destruction following the minimum retention period; it is the researcher’s decision to continue to retain the data or to securely dispose of it after the mandatory retention period.*

**Possible Risks:**

*Explain any potential risks to participating in the study – physical, emotional, social, or financial – as identified in* ***Section 18*** *of the application, and how you will handle these risks. For example, indicate what you will do if a participant becomes upset, and include an appropriate and accessible resource (e.g. contact information for a local counselling service or crisis line). Examples:*

*If participants are Memorial students: Memorial University’s Student Wellness and Counselling Centre (UC5000) -- (709) 864-8500*

*General Counselling (NL): Bridge the Gapp -- https://bridgethegapp.ca/*

*Urgent Need: Mental Health Crisis Line, 24 hour Toll Free -- 1-888-737-4668*

*If there are no foreseeable risks to participating in the study, state this.*

**Possible Benefits:**

*Briefly describe any potential benefits to* ***participants, the scientific / scholarly community, and/or society as a whole*** *that may result from the study. If minimal benefit is foreseen, state this. Do not**include participant compensation, incentives, or honorariums as benefits.*

**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 / submitting the final page of the online survey, without loss of experience or credit.

**Reporting and Sharing Results:**

* *Provide information about* ***Where the data may be published*** *(e.g. a thesis, journal articles, conference presentation, report to an agency).*
* *Master’s / PhD Students indicate:* Upon completion, my *thesis/dissertation* will be available at Memorial University’s Queen Elizabeth II Library, and can be accessed online at <https://research.library.mun.ca/>.
* *If applicable, 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 you (e.g. provide a link to a project 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 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 s*tatement notifying potential participants of ethics review and approval *must be separately included in the Consent Document:***

This research has been approved by the Interdisciplinary Committee on Ethics in Human Research (ICEHR). 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 ICEHR at [icehr@mun.ca](mailto:icehr@mun.ca) or by telephone at 709-864-2861.

*The remainder of your informed consent document should include summary items, as in the examples below. \* Modify based on the type(s) of data collection, as needed.*

***Example 1 - hardcopy or emailed consent document:***

**Consent:**

Your signature on this document 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.
* 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.

***Regarding withdrawal during data collection (*researcher *choose ONE):***

* You understand that if you choose to end participation **during** data collection, any data collected from you up to that **point will be destroyed**.

*-OR-*

* You understand that if you choose to end participation **during** data collection, any data collected from you up to that point **will be** **retained by the researcher, unless you indicate otherwise**.

***Regarding withdrawal after data collection (*researcher *choose ONE):***

* 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*.

*-OR-*

* You understand that your data is being collected anonymously and therefore cannot be removed once data collection has ended.

*Below are some examples of items that you may ask participants to indicate whether or not they agree.* ***Include only the checkboxes that are relevant to your study, and remove any items that are not optional!***

|  |  |
| --- | --- |
| 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* \*Do Not include secure data storage as archiving | 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.

A copy of this Informed Consent Document will be given to you for your 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

*Alternative if participant consent will be documented verbally:*

*“I read and explained this consent form to the participant before receiving the participant’s consent, and the participant had knowledge of its contents and appeared to understand it.”* (Include name of participant, date, and signature of researcher.)

***Example 2 - online consent document:***

**Consent:**

By completing this *survey / questionnaire* you agree that:

* You have read the information about the research.
* You have been advised that you may ask questions about this study and receive answers prior to continuing.
* You are satisfied that any questions you had have been addressed.
* You understand what the study is about and what you will be doing.
* You understand that you are free to withdraw participation from the study by closing your browser window or navigating away from this page, without having to give a reason and that doing so will not affect you now or in the future.
* 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 submitting the final page of the survey, without having to give a reason, and that doing so will not affect you now or in the future. You will be asked below and again on the final page of the survey which research option you prefer.
* You understand that any data collected from you up to the point of your choice to participate as a Research Observer will be destroyed.

***Regarding withdrawal after data collection (*researcher *choose ONE):***

* You understand that this data is being collected anonymously and therefore your data **cannot** be removed once you submit this survey.

*-OR-*

* You understand that if you choose to withdraw, you may request that your data be removed from the study by contacting the researcher before *insert cut-off date here.*

By consenting to this *online survey*, you do not give up your legal rights and do not release the researchers from their professional responsibilities.

Please retain a copy of this consent document for your records.

*\*\* If possible, include a PDF of the consent document that participants can download\*\**

**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.

**Clicking** *(e.g. accept, continue)* **below and submitting this** *survey / questionnaire* **constitutes consent and implies your agreement to the above statements.**

*The final page of the survey should again ask about Research Participation vs. Research Observation and include checkboxes for the two options.*

**Research Participation vs. Research Observation**

Your participation in this study was 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”.

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.