Informed Consent Form Checklist

An Informed Consent Form normally contains the following 'elements' to ensure that research participants have sufficient information about the study in which they are being invited to participate. Research participants have the right to be treated with respect and dignity in every phase of the research and to be fully and clearly informed of all aspects of the research prior to becoming involved in a research project. Suggested wording is provided to assist you in creating information/consent documents.

1. A statement indicating that the study has been reviewed and received ethics clearance though the REB (file #____).
2. The title of the project and date.
3. Name of Principal Investigator, (status and/or role), phone numbers, Faculty Supervisor's name, department, email address and phone number. (Use University phone numbers only.) The Brock REB requests that researchers carefully consider the use of home phone numbers in materials distributed to participants. The use of personal contact information may result in unwanted communication by participants.
4. A statement that the study involves research and that the individual is being invited to participate in the project.
5. An explanation of the purposes of the research in language that is comprehensible to individuals in the population from which the participants are being drawn.
6. The expected length of time required of the participant (e.g. the interview is expected to take 30 minutes).
7. A description of the procedures to be followed (A step-by-step description of the research as it will be experienced by the research participant).
8. A description of any reasonably foreseeable risks or benefits to the participant.
9. A statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained.
10. A statement regarding access, storage and destruction of data
11. Contact information for the Office of Research Ethics (reb@brocku.ca (905)688-5550, ext. 3035) who can provide answers to pertinent questions about the research participants' rights.
12. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled and the participant may discontinue participation at any time without penalty or loss of benefits, to which the participant is otherwise entitled.
13. Details of any plan to re-contact participants for follow-up sessions or subsequent related studies.
14. Include a description of the ways in which the results will be published, and how the participants will be informed of the results of the research and of their publication.
15. The research consent form should not include any reference to a waiver by the participant of any of the participant's legal rights. The participant should not be asked to release the researcher, the sponsor, or the institution where the research is being conducted, from liability or negligence.
16. Provide an optional opportunity for participants to allow their data to be used in secondary use of data studies (if applicable).
17. A statement reminding the participants to keep a copy of the consent form for their records
18. There should be a statement to the effect that the prospective research participant:
    1. has read and understood the relevant information
    2. understands that he or she may ask questions in the future
    3. indicates free consent to research participation by signing the research consent form

19. Children/Illegal Activity only: In rare cases it will not be possible to ensure confidentiality because of mandatory reporting laws (e.g. suspected child abuse, reportable communicable diseases). When this is the case, the prospective research participant should be aware of this limitation.
20. The name of any companies or agencies that may be sponsoring the research. Indicate whether or not this is a single-site project or multi-centre project. The research consent form should describe any apparent, actual or potential conflict of interest on the part of the researchers, their institutions or sponsors
21. The consent section may provide a brief (one paragraph) summary of the research stating that the potential harms, benefits, and alternatives have been explained.