The purpose of this template is to provide you with an overview of what is required for a participant consent form. Please use plain language and adapt the template to your study. Please see [Chapter 3](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter3-chapitre3.html) of the TCPS2 *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (2022) for more information on informed consent.

The language in the consent form should be at a grade 8 level. We recommend using <https://hemingwayapp.com/>

**For research on the scholarship of teaching and learning additional considerations have been added to the general consent form template. This template was developed using Dalhousie University’s template.**

PARTICIPANT CONSENT FORM TEMPLATE & INSTRUCTIONS

**[Title of Research Project]**

**#202\_-xx**

**STUDY TEAM**

Principal Investigator: Name, KPU faculty and department, contact information

Co-Investigator(s): Name, affiliation, contact information

(If applicable) Students are required to include their name, contact information, and name of supervisor.

(If applicable) Include funding or sponsor information.

**CONFLICTS OF INTEREST** (If applicable)

* Detail any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors.

**INVITATION & PURPOSE OF THE STUDY**

* Explain why participants are being invited to participate in the study.
* Describe the purpose and objectives of the study in plain language.
* Students are required to state the research is part of their degree [add degree name].
* Clearly define that this study is for research purposes only. Consider briefly defining and explaining what the scholarship of teaching and learning is and how your study will contribute to this knowledge.
* You should emphasize that participation in this study is voluntary and will not have any impact on their grades or future academic experience.

**VOLUNTARY PARTICIPATION**

* Include a statement that participation in this research project is completely voluntary.
* Include a statement that whether one chooses to participate or not will have no effect on their position(s) (e.g., employment, academic standing).
* Note that participants will be given any information that is relevant to their decision to continue participating in the study.

**PROCEDURES**

* In simple terms, describe what will happen to participants if they agree to participate in the study. What are the procedures and research activities?
* Include method of gathering and recording study data and include this form of data collection in the “Anonymity, Privacy & Confidentiality” section.
* Include the time requirement and location of the study.
* If you are asking any sensitive questions include a statement that some questions may make participants feel uncomfortable and remind them that they can skip answer any question they do not want to answer. Explain how they can skip any question.
* Describe how the study will be conducted, how much time it will take and what students will and will not be asked to do. This should include justification for using class time if applicable.
* Clearly distinguish between activities that are required as part of course requirements and those that are for research purposes.
* Describe any proposed linkages between research data collected by the research team and information held in KPU’s institutional data repositories (e.g., student records).

**WITHDRAWING FROM THE STUDY**

* Inform participants they may withdraw at any time without explanation or consequence.
* Explain how participants can withdraw their data during the study and after the study is completed.
* Describe what happens to the data when a participant withdraws from the study.
* Explain any limitations on withdrawal (e.g., unable to withdraw data after submission of an anonymous survey).

When KPU students are participants:

* Consider providing a mechanism that allows students to opt-out via a third party not on the research team.

**PRIVACY, ANONYMITY & CONFIDENTIALITY (Use heading appropriate to your study)**

* If your study is anonymous describe how anonymity will be protected.

*Please be attentive to using terms like anonymous, anonymized and be sure that your use reflects the distinction between anonymity and confidentiality. A study can only be anonymous if it never has direct or indirect identifiers. Please review* [*Chapter 5*](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter5-chapitre5.html) *of the TCPS2 (2022) to confirm your understanding of these key principles.*

* Describe what data will be collected. Specify the personal information that will be collected.
* Describe how data will be collected (ensure this description aligns with the description of how data will be stored and analyzed).
* Explain who will have access to data, including any personal information that is collected.
* Describe how data will be stored and analyzed.
  + *Identify whether the data will be directly or indirectly identified, coded, anonymous, or anonymized. Please review* [*Chapter 5*](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter5-chapitre5.html) *of the TCPS2 (2022) to confirm your understanding of these key principles.*
* Describe any technology that will be used to collect and/or store data. Include the location of servers (e.g., Canada, US).
  + *If you are using third-party technology for the collection and/or storage of data that has not been pre-approved by KPU, it should undergo a privacy review to* *ensure it meets appropriate privacy and security standards.*
  + *If any of the personal information collected will be stored outside of Canada (for example with a third-party service provider who has servers outside of Canada), state (i) the jurisdiction where data will be stored (for example, the location of the servers), and (ii) who will store and access the data from outside of Canada (for example one or more of the third-party service providers that you’ve listed above).*
* Explain any and all limits to confidentiality.
* Describe how data (including personal information, if applicable) will be shared and how confidentiality will be maintained in the dissemination of results.
* Explain how you intend to distance yourself from the research to maintain confidentiality of student data (e.g., a research assistant or faculty member who has no connections with the class will collect and de-identify data).
* State whether the data collected will be de-identified, who will de-identify data and when this data will be viewed and by whom.
* If codes/pseudonyms need to be formed to ensure incoming data is matched to the correct anonymized data set, how is the code/pseudonym reference record being managed to prevent the data collected from being linked to an identifiable person? When are code/pseudonym reference records disposed of, and how are you confirming the disposal of this record while distancing yourself from the research?
* You should clearly state that data will not be accessed until final grades are submitted. This will provide students will additional assurance that their data is confidential and will not impact their grades.
* Explain how records concurrently created and used for an educational purpose and a research purpose will be managed differently for the research purpose.

\*\*\*Please note that if you propose to collect or share any of your student’s personal information (e.g., student numbers, grades, names) for research purposes you will need to obtain institutional approval from KPU to ensure FIPPA compliance. Please contact [privacy@kpu.ca](mailto:privacy@kpu.ca) \*\*\*

If using an online survey or interview platform, you must include the location of the survey company’s server and include a description of any associated limits to confidentiality. If data will be sent or stored outside of Canada, this may increase the risk of disclosure of information because laws in other countries dealing with protection of personal information may be different.

**Open Access**

If you intend to make your research data publicly available, please add:

* A statement about the potential for future use and what that means in the context of the research.
* A statement about the nature of the data that will be publicly available (e.g. de-identified. Provide terms and definitions in simple language).
* A statement indicating that once the data are made publicly available, the participant will not be able to withdraw their data.
* An acknowledgement if making the data public has the potential for increasing participant risk.

**BENEFITS**

* Describe the benefits of the research for participants, communities, larger society, and/or advancement of knowledge. The TCPS2 states:

*Research involving humans may produce benefits that positively affect the welfare of society as a whole through the advancement of knowledge for future generations, for participants themselves or for other individuals. However, much research offers little or no direct benefit to participants. In most research, the primary benefits produced are for society and for the advancement of knowledge.*

* Do not overstate the benefits of your research or promise direct benefits to participants if they are unlikely or unknown. The REB does not consider payment to be a benefit (see Compensation).

**RISKS**

* Describe any emotional, social, psychological, physical, economic, and other risks that are known or anticipated.
* Describe any risks at the individual-level and community-level (e.g., stigma, discrimination).
* Describe in detail how these risks will be mitigated.
* In cases where genetic information is being collected, additional risks to participants and their families may exist and must be described.
* Clearly identify and explain your dual role as instructor and researcher and any implications this can have on students. [*Please see Chapter 7 of the TCPS for more information on dual roles*](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter7-chapitre7.html). You should explain how this dual role may cause students to feel compelled to participate in the study. Explain the measures you have adopted to reduce the risk of undue influence ([*see Chapter 3 of the TCPS*](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter3-chapitre3.html)) in plain language. For example, “To make sure that you do not feel any pressure to participate in this study I have hired a Research Assistant to do all the research activities. I will continue to prioritize the needs of the classroom while the research assistant takes on all research activities.”

**COMPENSATION (If applicable)**

* Describe compensation such as honorarium, gift cards, course credit.
* Inform participants they will receive the compensation even if they withdraw from the study and detail how that will happen.
* You must clearly explain how students will not be significantly advantaged or disadvantaged by their choice to participate or not participate in this research study.

*Incentives offered by course instructors to encourage participation in the research project are discouraged.*

**STUDY RESULTS**

* Describe how research results will/may be used and disseminated.
* Explain whether participants will be identified directly or indirectly in dissemination.

**DISPOSAL OF DATA**

* Describe when and how data will be destroyed.
* If you plan to retain data, please provide a data management plan (DMP)
  + *Recommendations to assist in creating a DMP*
    - [*DMP Assistant*](https://assistant.portagenetwork.ca/)*tool. It guides researchers through a series of questions and provides tips on things to consider.*
    - [*Data Management Plans: Brief Guide*](https://zenodo.org/record/4495482#.ZA-WNXbMKUk) *(2-page intro from Portage)*
    - [*KPU Library's Research Data Management guide*](https://libguides.kpu.ca/rdm)

**CONTACT FOR INFORMATION ABOUT THE STUDY**

* Contact information for researcher(s).

**CONTACT FOR COMPLAINTS/ETHICS CONCERNS**

* Please add the following text to this section

*If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the KPU Research Ethics Board at* [*reb@kpu.ca*](mailto:reb@kpu.ca) *or 604-599-3163.*

**PARTICIPANT CONSENT**

Remind participants that their participation is voluntary, and they can withdraw without any repercussions to their employment, schooling, et cetera. Inform participants that they do not waive any legal rights by participating in the study.

Signed consent

* Add in lines for the participant’s printed name, signature, and date.
* Provide one copy for the participant and one for the researcher

Online consent

* Add an option to consent to the research, such as:
  + “I consent to participating in this study”
  + “I **do not** consent to participating in this study”