University of Toronto

OFFICE OF RESEARCH SERVICES

EDUCATION ETHICS REVIEW COMMITTEE (HUMAN SUBJECTS)

INFORMED CONSENT DOCUMENTS CHECKLIST

The following items should typically be included:

General Points:

- ☐ Letters/forms are presented on institutional letterhead (or indicate that they will be)
- ☐ The language level is appropriate to the age and reading level of the subject population.
- ☐ A copy of the consent form will be retained by the participant for his/her own reference.
- ☐ Contact information for the researcher (and supervisor, if applicable) is included.

Introductory Information should include:

- ☐ The purpose of the research (should be consistent with that described in the protocol).
- ☐ The identity of the researcher(s) and affiliation with the University of Toronto.
- ☐ An invitation to participate in a warm and invitational tone.
- ☐ Why the potential participant is being invited to take part in the research (including relevant inclusion and exclusion criteria).
- ☐ The number of participants who will be involved in the study (this is relevant if sample size is quite small).

Conditions for participating:

- ☐ explicitly state that the individual's **participation is voluntary** and that participants may refuse to participate or withdraw from the study, at any time, without negative consequences.
- ☐ A description of the procedures the participants will be involved in and the estimated time commitment of each.
- ☐ Information regarding audio or video taping where relevant and the option to explicitly consent to such recording.
- ☐ If participation involves completing a questionnaire or responding to an interview, that the individual may decline to answer any question.

Risks/Benefits:

- ☐ Any foreseeable risks, harms or inconveniences. (reiterate section 5 in the protocol)
- ☐ Potential benefits (including information that there is no direct benefit, if appropriate).

Compensation:

- ☐ Information about any payment or compensation for participation.

Access to Information and Confidentiality/Publication of Results:

- ☐ Information regarding who will have access to the data.
- ☐ Information regarding retention and disposition of the data, during and after completion of the research.
- ☐ Whether participants will receive a summary of the research results (and a mechanism to provide a summary).
- ☐ The degree of confidentiality and or anonymity that will be provided and how confidentiality of participation will be maintained.
- ☐ Limits on confidentiality, if any (e.g. confidentiality disclaimer for focus groups).
- ☐ A statement indicating the researcher's intent to publish or make public presentations based on the research, and whether or not the participant's identity will remain confidential (e.g. will pseudonyms be used?).