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?).