ECU-REB Informed Consent Checklist 201.1

This checklist is a guide to ensure that standard consent forms include all of the required details. Amendments are approved in specific circumstances. Consent processes that involve participants who cannot read the standard consent form must be amended, and may require an assent process along with the consent process. For more information please contact - **ethics@ecuad.ca** .

YES	Not Applicabl	
		General Requirements
		The consent materials are written in "plain language" at a reading level appropriate to the participant demographic.
		The consent materials are designed so that the participant can keep a copy of the signed consent form.

Note: The Flesch-Kincaid Readability Test can be used to check the reading level.

		Consent Form - Initial information
		The PI's institution and sponsor organizations are identified with their names, contact information and logo or letterhead.*
		The study title is identified.*

*All of the above is consistent with the information on the applications for research funding and research ethics review, or an explanation to describe the rationale for the discrepancy is included.

Note: It is recommended that personal telephone numbers, home addresses, or email addresses be avoided, especially for student researchers. Consider requesting an email aliases for use in the project.

		Consent Form - Introduction
		There is a statement of invitation to participate in a research study.
		There is a statement that describes the purpose of the research.

		Consent Form - Information about the research
		There is a description of the expected duration and nature of participation, a description of research activities, and the responsibilities expected of the participants.
		There is a description of any recording processes (photographs, audio recordings, video recordings, for instance) that might be required as part of the research activity. Do not include in this section non-research recordings for which there may be release forms (see "Circulation of the Research Findings" below).
		All reasonably foreseeable risks are explained (or, "There are no known or expected risks for participants in this study").
		All reasonably expected potential benefits to the participants individually, and to others in general, are explained.
		There is a description of any incentives to participate, reimbursements (for participation-related expenses), compensation, or other direct benefits from participation in the research.

		Consent Form - Voluntary nature of consent
		There is a statement about the voluntary nature of participation. This includes an assurance that the participant is under no obligation to participate.
		There is assurance that participants are free to withdraw at any time, even after signing the consent document.
		If there are incentives to participate, compensation, or other direct benefits from participation in the research, there is a statement of assurance that withdrawal will not affect participants' access to those pre-existing entitlements.
		There is a description about how to withdraw. It describes who the participant can inform about their withdrawal and if there are any timelines for when withdrawal can happen. If there are points in the research when data cannot feasibly be withdrawn, these are also described.
		Describe if there are points in the research where participants might be asked to continue participation, and if additional information will be available then.

		Consent Form - Commercializability of the research outcomes and conflicts of interest (COIs)
		There is a description of potential commercialization of research outcomes if this is expected.
		There is a statement describing any real, potential or perceived conflicts of interests on the part of the researchers, their institutions or the research sponsors.

Y	NA	Consent Form - Data management
		There is a description of what information will be collected about participants and for what purposes.*
		There is a description of who will have access to the identifiable or indirectly identifiable information collected.*
		There is a description of how confidentiality will be protected during the research activities and in data storage.* If the research activities involve other participants who have access to identifiable or indirectly identifiable information (such as in group activities) describe how confidentiality will be addressed. If the research activities involve research assistants or other employees or contractors (translators, for instance) having access to identifiable or indirectly identifiable information there is a description of how confidentiality will be addressed and if there will be confidentiality agreements signed by those who are not researchers.
		There is a description of secondary use of the data such as open access data repositories, if expected.*
		If applicable, there is a description of any identifiable information collected during the research activities that may be subject to the researchers' "duty to report", who is required to report, and where this information would be reported.
		For online research activities (online surveys, for instance), there is a description of how the data's security will be subject to the laws of the jurisdiction in which the data is circulated or stored. This statement includes how governments, courts, or law enforcement and regulatory agencies in those jurisdictions may be able to obtain disclosures of the data.

*These items are consistent with the project's Data Management Plan (DMP) if there is one.

		Consent Form - Circulation of the research outcomes (including media releases)
		There is a general description of the expected circulation of research including the expected academic settings or other presentations that are anticipated.
		If there is an expectation that participants will be directly or indirectly identifiable in the circulation of the research outcomes, this is explained in detail. The use of additional media release forms for identifiable information (in presentations, publishers, sponsors, and the like) is described.

Note: All directly identifiable information for publications and presentations are separately and specifically "released." The release forms must be included in the research ethics applications.

		Consent Form - Further information
		The name of an expert (usually the PI or supervisor, but possibly another) with whom the participant can discuss the research and their participation, is specified, along with information about how to contact them.
		This statement "If you have any ethics concerns about this research study, you are invited to contact the Emily Carr University Research Ethics Board Coordinator by email, ethics@ecuad.ca, or by phone, (604) 844-3800 ext 2848" is included. This statement should be adapted to include other ethics boards or jurisditions when they are involved.
		There is a statement indicating that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harms.

		Consent Form - Final section
		For written consent, there is a space for the participants' name, signature, and date of signing. If a substitute decision-maker or legally authorized representative is involved, there is room for the same from them.
		For verbal or recorded consent, there is a space for the name, signature, and the date of signing, of the person conducting the consent process.
		For consent processes that require a translator or someone to read the materials for illiterate participants, there is a space for the name, signature, and the date of signing, of the person assisting with the consent process.
		For online research, there is a description indicating that the participant is consenting to the information presented, or statement explaining how they are indicating their consent to the activity by continuing with the online activity.

Terminology and wording from Chapter 3 "The Consent Process," Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2014) has been deliberately quoted verbatim. (See - http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/). This checklist is meant as a guide only. It does not guarantee approval from the ECU-REB.