SURREY PLACE

Research Ethics Board
Guidelines for Consent

Varying formats may be used for consent forms. Required information may be included in the consent form itself or in an information letter accompanying the consent form. Participants should be provided with a copy of the consent and/or accompanying information sheet

All consent forms/study information sheets should be written in plain simple language geared toward the person giving consent. Consent forms/study information sheets for clients should be written at a grade 2 level.

All consent form/study information sheets or accompanying information letters must contain the following information:

- The purpose of the research
- Name of primary investigator
- Description of procedures participant will be engaged in and time commitments
- Indication that participation is voluntary and not connected to service provision and that declining to participate will not hold negative consequences
- Indication that withdrawal is possible at anytime without negative consequences
- Degree of confidentiality and how that will be protected
- Risks and potential benefits
- Data storage and destruction plan
- List if individuals who will have access to data and for what purposes
- Description of compensation
- Plans for dissemination of results
- Offer of report on results
- Name and contact information in case of questions or concerns

Additional Procedures

- In most cases consent should be obtained from client participants 18 and over
- In cases where client participants are under 18 or not able to provide consent, assent should be obtained from client and consent from their parent/guardian
- When obtaining consent and assent directly from clients, researchers should go through the written consent form/study information verbally in detail with the client