The following are checklists for three types of research projects.

1. Standard research
    1A. Additional Informed Consent information required in particular projects
2. Research that students are doing for course assignments
3. Scholarship of teaching & learning / dual-role research

Please consult the appropriate checklist when creating the informed consent for your research project. This is information that the Research Ethics Board needs to see in the informed consent documents; failure to include these items (or enough detail about these items) will result in request to revise and resubmit.

If you have questions, contact the REB.

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1. Informed Consent Checklist

- ❏ **"Plain Language" throughout**. Reading level should be low*: use simple words, short sentences, small paragraphs
  *Reading level ~Grade 8 (use Microsoft Word - Spelling & Grammar Flesch Kincaid score to check level)
- ❏ Appropriate length (dependent on the type of project but roughly between 1 - 2 pages or 650-1100 words)

- ❏ research purpose
- ❏ identity of the researcher
- ❏ (if applicable) identity of funder or sponsor

- ❏ what information will be collected from participants and for what purpose
- ❏ anticipated uses of data/research
- ❏ expected duration of participation
- ❏ research procedures (e.g. survey, interview, focus group, etc)
- ❏ responsibilities of the participant

- ❏ all reasonably foreseeable benefits, both to the participants and in general, that may arise from research participation
- ❏ all reasonably foreseeable risks, both to the participants and in general, that may arise from research participation
    - ❏ should not state that there is "no risk" associated with the study. Where the harms or discomforts are no greater than those that are related to common experiences of everyday life, they may be described as "minimal".

- ❑ (if applicable) when foreseeable risk (e.g. emotional distress or harm), information about what supports / services will be available to participants

❑ information about any payments, incentives or reimbursement for participation-related expenses

❑ who will have access to information collected about the identity of participants
❑ how confidentiality and/or anonymity will be protected
❑ information indicating who may have a duty to disclose information collected, and to whom such disclosures could be made
❑ (if applicable) security / privacy information about site of online data storage or survey tool used *(see suggested wording below)*
❑ measures to be undertaken for dissemination of research results and whether participants will be identified directly or indirectly
❑ how data will be stored and for how long
- ❑ if data will be destroyed after a period of time, details on the destruction method

❑ (if applicable) secondary analysis of the data in future will require ethical approval

❑ an assurance that potential participants are under no obligation to participate
❑ process to withdraw from the study including who to contact
❑ outline any limitations on withdrawal (e.g. time period, anonymous surveys cannot be withdrawn, etc.)
❑ are free to withdraw at any time without any penalty or negative consequences
❑ (if applicable) an assurance that participants will be given, in a timely manner throughout the course of the research project, information that is relevant to their decision to continue or withdraw from participation

❑ contact information of a qualified person who can explain scientific or scholarly aspects of the research to participants
❑ contact information of the appropriate individual(s) outside the research team whom participants may contact regarding possible ethical issues in the research

❑ a statement to the effect that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harm

IMPORTANT: Participants must be provided with a copy of the Informed consent form.

NOTE: Written consent in a signed statement from the participant is a common means of demonstrating consent, and in some instances, is mandatory. However, there are other means of providing consent that are equally ethically acceptable. (Tri-Council Policy Statement, Chapter 3, Article 3.12)

1A. Additional Informed Consent information required in particular projects:

[projects involving deception]

A second Informed Consent form presented to Participants in a Debrief is required. The Debrief/second Informed Consent information must include the following:

- ❏ Explanation for why participants were temporarily led to believe the research was for a different purpose
- ❏ Address any potential risks of the debriefing, and provide information about supports, if required
- ❏ Opportunity for participants to ask questions or express concern
- ❏ Opportunity for participants to consent or refuse the continued use of their data

Note: **EXCEPTIONS TO THE REQUIREMENT TO DEBRIEF** can only occur in the following circumstances: when debriefing is impossible, impractical or inappropriate. "Impractical" = undue hardship or onerousness that jeopardizes the conduct of the research. It does not refer to mere inconvenience. When considering whether to grant an exception to the requirement to debrief, REBs will consider the level of potential harm to the participant which the debriefing itself may cause and the impact of the debriefing on the feasibility of the research.

[online surveys]

It is important for you to know that "[name of survey tool]" is a web-survey company that is located in the U.S.; this company is subject to U.S. laws and in particular, the Patriot Act, which allows the U.S. government to access the records of internet service providers. No personal identifiers will be collected in this survey but it is possible that the views and opinions you expressed may be accessed and linked to you without your knowledge or consent. In an effort to maintain anonymity, during the design of this survey, the option to collect your computer IP address has been disabled. The security and privacy policy for the [name of survey tool] can be found at the following link: [insert appropriate link]

For more information on online surveys, canadian hosted surveys, etc., refer to the RDC Research Common site: *https://rdc.libguides.com/c.php?g=465753&p=4969708*

[If survey is part of a class activity / exercise]

Voluntariness: The researcher(s) would like all students to complete the survey/questionnaire as part of the course evaluation. The researcher(s) also, however, would like to share the survey/questionnaire results outside of the class (e.g. at academic conferences). You may choose to have your information included only for the evaluation or for both the evaluation and for research purposes (see checkboxes below). You have the right not to participate, or to withdraw your participation in the study at any time. This withdrawal will not result in any penalty to you, and will not affect your ability to participate in future studies or your standing in the course.

[to be included near the signature line]

__ I would like my data to be used for the purposes of course evaluation only

__ I would like my data to be used for BOTH course evaluation and for research purposes

[if study involves a focus group]

While unlikely, there is a chance that another member of the focus group could reveal something about you that they learned in the discussion. All focus group members are asked to respect the privacy of group members and to keep confidential information shared by other group members. You may tell others that you were in a focus group and the general topic of the discussion, but actual names and stories of other participants should not be repeated

[if researcher will not be able to guarantee anonymity or there is a risk of participants being identified (e.g. small sample)]

To protect your privacy, your name will not appear in the study and other identifying information will be disguised; however, because of the specific examples of events, knowledge and experiences that you may use to highlight your experiences, it may be possible for people to identify you through the information you give us. Therefore, if you would like, before results are shared with others, we will share with you the specific information and quotes from your interview that we would like to include in our reports. We will ask your permission to use this information in our published findings and presentations at conferences.

- [add a check box or signature line to Informed consent form]: "I would like to be contacted before any results are published to approve and/or clarify any information or quotes that I have given for this study"

- [research protocol will then require researcher to provide participants with a copy of the transcripts and/or draft of any publications, prior to publication; a modified informed consent form should be attached, with the following options] "This form is used to confirm your continuing consent

to use the information you have previously shared with us. Please check the box next to the type of consent you would like to provide:

__ I agree to allow all of the information I have provided during my interview/questionnaire, as [recorded in the transcript/ summarized in the report] I have read, to be used in the study called "XXX". I have had a chance to clarify all my responses.

__ I agree to allow only the highlighted excerpts of the information gathered during my interview to be used in the study called "XXX". I have had a chance to clarify all my responses and remove any information that I am not comfortable appearing in any reports or publications. The information which I do not wish to have used for any purpose has been crossed out as indicated (with a line drawn through the responses I do not want used).

__I do not agree to allow any of the information gathered during my interview to be used in the study called "XXX".

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2. Student / Course-Based Research Projects

Informed Consent forms **MUST INCLUDE** the following information

- ❏ Purpose of the assignment / project
- ❏ Explanation of what the data collected will be used for
- ❏ Explanation of where and with whom the research results will be shared (Please consider all likely venues for dissemination – e.g, student conferences, online publishing, etc.)
- ❏ Description of what participants will be asked to do and the amount of time required
- ❏ Statement indicating that participants can leave at any time or refuse to answer any questions; Describe how participants would withdraw from voluntary participation; if there is a point after which removal of someone's study data is very difficult, or impossible, indicate when that is.
- ❏ Description of how participants' personal information and identity will be protected (anonymity or confidentiality)
- ❏ Description of the risks and benefits associated with participation; information about services or support available if participant experiences any of the risks
- ❏ Contact information for support that may be offered to participants if required (e.g. counselling)
- ❏ Contact information for the Instructor(s) and Research Ethics Board

Depending on the student project, additional items may be required for the informed consent form.

IMPORTANT: students' personal contact information should not appear on any research material

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3. Dual Role Research (Scholarship of Teaching & Learning)

[adapted from Dalhousie University REB's Guide to Scholarship of Teaching & Learning]

IN ADDITION TO the above (standard) Informed Consent checklist, SoTL projects that involve Instructors involving their students as participants **MUST INCLUDE** the following information:

- ❏ use plain language, avoid technical terms.

- ❏ Explain that study is for research purposes only. Consider briefly defining and explaining what the scholarship of teaching and learning is and how the study will contribute to this knowledge.

- ❏ Emphasize that the decision to participate will not impact on students' studies, grades, current and future academic experience, etc.
- ❏ avoid the use of coercive language (e.g. "the success of my project relies on your participation").

- ❏ Describe how much time[1] it will take; this should include justification for using class time, if applicable.
- ❏ 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 researcher and information held in data repositories (e.g student records).

- ❏ Describe all possible adverse events; this includes the possibility of emotional or psychological distress caused by interviews or survey. Steps to minimize these risks should be stated.
- ❏ Identify and explain the dual-role as instructor and researcher and any implications that this can have on students. Explain how this dual-role may cause students to feel compelled to participate in the study. Explain the measures adopted to reduce the risk of undue influence[2].
- ❏ Explain any risks associated with longitudinal data collection and/or linkage to other data and the risk mitigation to protect participant privacy.

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[1] Typically no more than 5 minutes of class time should be devoted to recruitment or aspects of the study that are not a normal part of the course work. SoTL researchers are encouraged to tie their projects into the course learning outcomes wherever possible.

[2] For example: "To minimize the risk of undue influence and ensure that you do not feel any pressure to participate, another instructor (from a different discipline) will be collecting your consent forms and they will be available to answer any questions you have. I will prioritize the needs of the classroom for the duration of the term; meaning I will not know who has consented to participate or not, nor will I do any data analysis until after grades for the term are submitted."

- ❏ When offering course credit, offer an equivalent alternative to participation in study. To be equivalent, the option should take approximately the same amount of time and offer the same potential learning value to the student.

- ❏ Describe how you intend to distance yourself from the research to maintain confidentiality of student data (e.g. a colleague with no connections with the class will collect informed consent, will collect and de-identify data, etc)
- ❏ State whether the data collected will be de-identified, who will de-identify data, and when this data will be viewed and by whom.
- ❏ Emphasize that informed consent and data will not be accessed until final grades are submitted.

- ❏ Provide mechanism that allows students to opt-out via a third party.
- ❏ Describe how participants would withdraw from voluntary participation; if there is a point after which removal of someone's study data is very difficult, or impossible, indicate when that is.

- ❏ Provide contact information for a third-party who is not in a dual-role for questions about the research project if participants would prefer not to contact the lead researcher.
    - ❏ ensure that this person is aware they are a contact for student questions.
    - ❏ ensure that participants have a copy of (or access to) the Informed Consent form for the duration of the term/study.
