For instructions on how to fill out each section of this document see: [Informed Consent Guidelines](https://students.wlu.ca/academics/research/human-research/participant-information-and-consent.html). Note: This document is intended to be used as a template and must be updated to be specific to your research study. Instructional text is presented inblue emphasis font. Please delete any instructional text and any information that is not applicable to your research study prior to REB submission. See also [TCPS 2, Ch. 3: The Consent Process](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter3-chapitre3.html) for applicable guidance.

Informed Consent Statement

Title of Research Project

Principal Investigator: Insert name and Laurier affiliation

Co-Investigator(s), and faculty advisor(s)/supervisor(s): Insert name(s) and Laurier affiliation(s)

Client or sponsor (if applicable):Insert client(s) and/or sponsor(s)

You are invited to participate in a research study. The purpose of this study is describe purpose of research study. The researcher(s) is/are a Laurier undergraduate/graduate student(s) in the faculty/department/program/area working under the supervision of insert supervisor’s name.

## Information

In this study, you will be asked to insert description of procedures. The study will take about insert number minutes/hours to complete. Data from approximately insert number research participants insert brief description of participants (inclusion criteria) will be collected for this study. The study will be conducted in person, on Zoom/Microsoft Teams, via online survey, etc.

If applicable:

* Deception, Concealment, Partial Disclosure: Although the goals of the study cannot be fully explained at this point, you will receive a debriefing with more information after completing the study.
* Reimbursement: In order to participate in this study, you will need to pay for transportation/parking to/from/at the research site. You will/will not be reimbursed for these costs.
* Conflict of Interest: Declare any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors and outline the steps taken to mitigate real or perceived risks associated with the conflict of interest.

## Risks

As a result of your participation in this study you may experience insert description of risks/discomforts. The following safeguards will be used to minimize any risks/discomforts: insert description of safeguards.

You are free to discontinue the study at any time and to choose not to respond to any question *[if applicable]* *without loss of compensation.*

If applicable:

* There are no anticipated risks associated with participating in the research study.
* The treatment/procedure may involve currently unforeseeable risks to the participant.
* If negative feelings persist, you can contact the Student Wellness Centre (Waterloo: wellness@wlu.ca or 519.884.0710, Brantford: lbwellnesscentre@wlu.ca or 519.756.8228).

## Benefits

You may directly benefit from the participation in this research project by insert benefits. The research will contribute to the body of literature/knowledge on insert body of literature/knowledge.

If applicable:

* There are no direct personal benefits associated with participating in the research study.

## Privacy and confidentiality

Your confidentiality OR anonymity will be ensured by insert methods followed to ensure confidentiality and/or anonymity. If applicable, insert any limitations to confidentiality. Insert data management plan.

If applicable:

* Audio recording, video recording, or photographs:
	+ As a part of this study, you will be audio-recorded/videotaped/photographed for research purposes/research and instruction purposes/insert other purposes. You have the right to refuse being recorded/taped/photographed. Only authorized members of the research team will have access to these recordings and information will be kept confidential. You will/will not be able to preview these recordings/tapes/films/photos. The recordings/tapes/films will be transcribed by insert date.
	+ The recordings/tapes/films will be deleted following transcription.
* Measures to ensure confidentiality and/or anonymity:
	+ If no identifying data are collected: No identifying information will be collected, and participation will remain anonymous.
	+ If identifying data are collected: Describe process for de-identifying and/or coding data, use of pseudonyms, etc.
	+ Only aggregate results will be published/presented.
	+ If you consent to their use, quotations will be used in write-ups/presentations and will/will not contain information that allows you to be identified.
	+ If you are allowing participants to vet quotations prior to publication: You will be able to vet your quotations. You will receive an emailprior to any publication with the quotations selected for use. You will have insert number of weeksweek(s) to review, make changes to, or remove your quotations. If the researchers do not hear back from you in that time, the quotations will be used as they are.
	+ Only authorized research team members will have access to identifying information.
* Limitations to confidentiality:
	+ Confidentiality may be broken when describe professional code of conduct or law that would require breach of confidentiality.
	+ While in transmission on the internet, the confidentiality of data cannot be guaranteed.
	+ It is advised you complete this survey/interview/other activity in a private location.
	+ Qualtrics:
		- [If IP tracking is turned off]:Please Note: We do not collect or use internet protocol (IP) addresses or other information which could link your participation to your computer or electronic device.
		- [If IP tracking is not turned off]:Qualtrics temporarily collects your computer IP address to avoid duplicate responses in the dataset but will not collect information that could identify you personally.
* Data management plan:
	+ The data will be stored in a locked office /on a password protected computer/ on a password-protected recording device/OneDrive and will only be accessed by authorized research team members.
	+ The de-identified/coded/anonymous/anonymized data will be kept for a minimum of insert number years and will then be destroyed by the principal investigator.
	+ Identifying information will be stored separately from the data and will be kept for a maximum of insert number years and will then be destroyed by the principal investigator.
	+ The de-identified/anonymized/anonymous data will be stored indefinitely and may be reanalyzed in the future as part of a separate project (i.e., secondary data analysis).
	+ At the completion of the study, your de-identified data may be deposited into one or more publicly accessible data repositories, such as insert name of data repository, through which researchers from around the world will have access to the data for future research.

## Incentives

For participating in this study, you will receive insert incentive type/amount. If you withdraw from the study prior to its completion, you will still receive this amount.

*If applicable:*

* Monetary incentives (including cash, cheque, direct deposit, gift certificates): Any compensation received related to the participation in this research study is taxable. It is your responsibility to report the amount received for income tax purposes and Wilfrid Laurier University will not issue a tax receipt.
* Draws: All participants who complete the survey/interview/study will be entered into a draw to receive insert compensation type/amount. The odds of winning are insert odds of winning. Winner(s) will be determined by insert method for determining winners and the winner(s) will be notified by insert date and method of notification.
* Psychology Research Experience Program (PREP) Studies: For your participation, you will receive insert number of credits PREP credit(s). An alternative way to earn research credits is to participate in other studies or complete a critical review of a journal article (see the [PREP webpage](https://students.wlu.ca/programs/science/psychology/research/psychology-research-experience-program.html) for more information).  If you choose to withdraw from the study, you will still receive the same amount of research credits.
* Lazaridis School Research Participation System (LSRPS) Studies: For your participation, you will receive insert number of credits LSRPS credit(s). An alternative way to earn research credits is to participate in other studies or complete a critical review of a journal article (see the [LSRPS webpage](https://students.wlu.ca/programs/lazaridis-school/business/research-participation-system.html)for more information).  If you choose to withdraw from the study, you will still receive the same amount of research credits.
* Multi-part studies: For participating in part one/session one, you will receive insert incentive amount*,*  up to a total of insert number of credits if you particiapte in all parts/sessions of the study.

## Contact

If you have questions related to this study or the procedures, or you experience adverse effects as a result of participating in this study, you may contact the researcher, insert name, at \_\_\_@wlu.ca/\_\_\_@mylaurier.ca or 519-884-0710 x \_\_\_\_.

This project has been reviewed and approved by the University Research Ethics Board (REB# insert REB project number). If you feel you have not been treated according to the descriptions in this form or your rights as a participant in research have been violated during the course of this project, or if you have any questions for the board, you may contact Jayne Kalmar, PhD, Chair, University Research Ethics Board, Wilfrid Laurier University, +1 548 889 3518 or REBChair@wlu.ca.

## Participation

Your participation in this study is voluntary; you may decline to participate without penalty. If you decide to participate, you may withdraw from the study at any time without penalty. You have the right to refuse to answer any question or participate in any activity you choose.

If you withdraw from the study, you can request to have your data removed/destroyed by insert process for requesting data removal/destruction until insert date.

OR

Due to the anonymity of the data if you withdraw from the study, it is not possible to have your data removed/destroyed.

If applicable:

* The principal investigator may terminate the participant’s participation without regard to the participant’s consent if describe participation termination procedure.

## Feedback and publication

The results of this research might be published/presented in a thesis, course project report, book, journal article, conference presentation, class presentation.Include only those that apply or add other forms of feedback/publication if applicable.

If applicable:

* As this project is being conducted on behalf of insert agency/company/client they will receive a report upon completion of the project.
* Only aggregate findings and no individual responses will be reported.
* The results of this research may be made available through Open Access resources.
* An executive summary of the findings from this study will be available by insert date.
* You can request the executive summary by e-mailing insert e-mail contact of researcher. OR If you choose to provide your e-mail address for this purpose at the end of the study/form, the executive summary will be e-mailed to you by insert date.

## Consent

In-person studies:

By providing your consent, you are not waiving your legal rights or releasing the investigator(s) or involved institution(s) from their legal and professional responsibilities.

I have read and understand the above information. I have received a copy of this form. I agree to participate in this study.

Participant's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Online Studies (when checkboxes are being used in place of written consent):

It is advised that you print or save this consent form and/or record the researcher contact information in the case that you have any questions or concerns.

[ ]  I have read and understand the above information. I agree to participate in this study.

(Selecting this option will open the questionnaire)

[ ]  I have read and understand the above information. I do not want to participate in this study.

(Selecting this option will return you to your browser)

If applicable: include additional signature lines or additional checkboxes (e.g., for the use of quotations, videotaping, audio-recording, photographing). For example:

* Yes [ ]  No [ ]  I consent to the use of my de-identified quotations in the presentation and publication of results.

If applicable: include instructions on how to return the consent form. For example:

Please print, sign, scan, and email the consent form to *youremail@mylaurier.ca/wlu.ca**.*

If applicable: include a spot for participants to submit their email address for incentives, feedback, etc. For example:

Enter your email address to receive your PREP credit/feedback/incentive payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_