**Letter of Informed Consent**

Ensure that all yellow highlighted sections of this form have been removed and/or edited as required before distribution to participants. **Do not alter anything that is not highlighted.** Use first person when possible.

**Title of Study:** Add the title of your study. **Study Number:** HREB approval number PLUS course study number given by instructor once approved by them, plus course abbreviation and number. E.g. HREB #12345-1001, CRIM 205 **Department, School, or Faculty:** Add the department, school, or faculty.

**Student Investigator: :** Include the Student’s Name, and UFV email.

**Course Instructor**: List the course instructor and their UFV email.

### INVITATION AND STUDY PURPOSE

This study is taking place to fill the requirements of coursework for a student researcher. You are being invited to take part in this research study because describe the characteristics of the sample population being recruited or the inclusion criteria.

### STUDY PROCEDURES

If you agree to participate here is how we will do the study:

* We will ask you about describe the general topics and focus of the study.
* We will be asking you to add here how this will be done (interview, focus group, survey).
* If you decide to take part in this research study, here are the tests and procedures we will do: During the study (describe what will happen during the study). At the end of the study (describe here what will happen at the end of the study, e.g. submit the survey, follow up with transcripts, wrap up the interview with…).
* Describe how many sessions or visits, amount of time required for interviews/questionnaires, amount of time required for each visit as well as the total overall amount of time anticipated for participation, etc.
* If audio or video-recording or photography is involved, include a statement to that effect and what device will be used.
* If there is an incentive/gift, it should go here. However, the HREB does not recommend incentives for course-based research as this often includes collecting personal information to organize payments or winners and this will require further oversight to ensure there is no undue influence or risk to confidentiality.

### POTENTIAL RISKS OF THE STUDY

Choose one and delete the other, or write an appropriate alternative; there should be only minimal risk in course approval work.

There are no foreseeable risks to you in participating in this study.

OR

We do not think there is anything in this study that could harm you or be bad for you. Some of the questions we ask might upset you. An example of one of these questions is example of question. Please let the researcher know if you have any concerns. You can choose not to answer any questions and still remain in the study.

### POTENTIAL BENEFITS OF THE STUDY

Note that the HREB does not consider payment to be a benefit. Payments are used to encourage participation and should never be advertised as a benefit to participating in a study.

Choose one or an appropriate alternative can be added; ensure that you do not overstate benefits.

No one knows whether you will benefit from this study. There may or may not be direct benefits to you from taking part in this study.

OR

We do not think taking part in this study will benefit you directly. However, in the future, others may benefit from what we learn in this study.

OR

State a direct known benefit to the participant and others.

### CONFIDENTIALITY

Be careful with your use of the terms (coded, anonymized, anonymous). The term ‘anonymous’ should only be used for information that never had identifiers associated with it, meaning even the researchers do not know who participated.

* Your confidentiality will be respected. Information that discloses your identity will not be released.
* All study data will be stored on ( OneDrive or a password protected USB for example), an approved secure UFV storage solution.
* *[If using online platforms]:* This **interview/survey** is hosted by **SERVICE PROVIDER**, a US OR CANADIAN company, and as such, any data you provide may be transmitted and stored in countries outside of Canada, as well as in Canada (if Canadian, this last part can be removed). It is important to remember that privacy laws vary in different countries and may not be the same as in Canada.
* *[If the study involves focus groups or group discussions*:] Full confidentiality cannot be maintained in a group setting. We encourage participants not to discuss the content of the focus group to people outside the group; however, we cannot control what participants do with the information discussed.
* If audio or video recording, describe how you will ensure the confidentiality of the recordings and who will have access to them. If using these, they should not include faces or any identifiable characteristics. The eventual fate of these records must also be disclosed (i.e., where and for how long they will be stored and whether they will be destroyed, any plans for secondary use). These recordings should be destroyed as soon as possible (for example, when transcription is complete) as they are considered identifiable data.
* If an incentive/gift was offered, you need to detail here how their contact information will be collected and securely stored separate from their data.

### VOLUNTARY PARTICIPATION

IF DOING AN INTERVIEW OR FOCUS GROUP WHERE WITHDRAWAL OF DATA IS POSSIBLE

Your participation is voluntary. You have the right to refuse to participate in this study. You have the right not to answer any questions and still remain in the study. If you decide to participate, you may still choose to withdraw from the study at any time without any negative consequences to yourself. To withdraw please contact the student researcher or course instructor by email by specific date.

OR IF DOING AN ONLINE SURVEY

Your participation is voluntary. You have the right to refuse to participate in this study. You have the right not to complete any question and still remain in the study. If you decide to participate, you may still choose to withdraw from the study without any negative consequences. To withdraw please exit the survey screen at any point before you submit your responses. Due to the anonymous nature of this survey we will not be able to remove your answers once they have been submitted.

### STUDY RESULTS

The results of this study will be used to complete course requirements for [enter course title].

The results will be presented to the UFV community at \_\_\_ event or the \_\_\_ community that was involved in this research at \_\_\_\_\_ event.

CONTACT FOR MORE INFORMATION:

**Course Instructor Name and Contact Information**

**Student Name and UFV Email**

### CONTACT FOR COMPLAINTS OR CONCERNS

If you have any concerns about your rights as a research participant and/or your experiences while participating in this study, you may contact the UFV Ethics Officer at [research.ethics@ufv.ca](mailto:research.ethics@ufv.ca).

### FUTURE CONTACT

[If researchers wish to contact participants later for follow-up purposes include this request. ]

* Do you consent to be contacted with follow up questions?

### PARTICIPANT CONSENT

Taking part in this study is entirely up to you. You have the right to refuse to participate in this study. If you decide to take part, you may choose to withdraw from the study at any time without giving a reason and without any negative consequence to yourself.

* Your signature below *(OR: verbal agreement /clicking next)* indicates that you have received a copy of this consent form for your own records.
* Your signature below *(OR: verbal agreement /clicking next)* indicates that you consent to participate in this study.

**Important notes:**

In some cases, it may not be appropriate to ask a participant to sign a consent form. Instead, the consent information could be communicated to a participant verbally . This indication of consent would need to be documented by the Student Investigator in their study notes.

For surveys: the consent form should be the first page of the survey, the landing page from the survey URL. Consent can be recorded by having an ‘I agree’ button at the bottom of the consent form so that the consent process has been completed prior to the participant accessing the survey questions. There should be a way for the participant to save the consent when taking an online survey.

The signature of a Witness should **not** be included.

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_