

*THIS IS A TEMPLATE ONLY. PLEASE REMOVE ALL* ***ITALICIZED WORDS*** *OR* ***SECTIONS*** *IN THIS FORM NOT RELEVANT TO YOUR STUDY. THESE ARE HERE TO GUIDE YOU AS YOU AS YOU DESCRIBE THE INFORMATION RELEVANT TO YOUR STUDY IN THE SECTIONS OUTLINED BELOW.*

**Information Letter / Consent Form**

*(If the study involves more than one consent or assent form, in addition*

*to the title indicate to whom it is directed – i.e. Consent Form for Parents,*

*Consent Form for Children, etc.)*

*Date*

*Project Title*

**Who is conducting the study?**

*Principal researcher name*

*Program/Department/School*

University of Northern British Columbia

Prince George, BC V2N 4Z9

*Email address*

*Cell / office phone number*

*Supervisor’s name and position*

*Office phone number*

*Email address*

*Co-Investigator name*

*Program/Department/School/Institutional Affiliation*

*Office phone number*

*Email address*

*If the research is for a graduate degree, a statement to this effect must be included. Please also clearly indicate whether the research is part of a thesis (public document) or graduating essay (semi-public document). The participants must be informed as to what use will be made of the information they provide, and who will have access to that information.*

**Project Sponsor (*if applicable*)**

*See “II. SPONSOR (if applicable)” description in* [*information letter/consent form guidelines*](file:///\\PG-UNI-FS-03.unbc.ca\FacDept\Office%20Of%20Research\Ethics\Human%20Research%20Ethics%20(REB)\Forms\Forms%20published%20to%20website\Info%20Letter%20Consent%20Form%20Guidelines.docx)*.*

**Purpose of Project**

*See “III. INVITATION AND STUDY PURPOSE” description in information letter/consent form guidelines.*

**What will happen during the project?**

*See “IV. STUDY PROCEDURES” description in information letter/consent form guidelines.*

**Risks or benefits to participating in the project**

*See “V. POTENTIAL RISKS OF THE STUDY” and “VI. POTENTIAL BENEFITS OF THE STUDY” descriptions in information letter/consent form guidelines.*

**Confidentiality, Anonymity and Data Storage**

*See “VII. ANONYMITY AND CONFIDENTIALITY” description in information letter/consent form guidelines.*

**Compensation (*if applicable*)**

*See “VIII COMPENSATION” description in information letter/consent form guidelines.*

**Study Results**

*See “IX STUDY RESULTS” description in information letter/consent form guidelines.*

**Questions, Concerns or Complaints about the project**

*See “X CONTACT FOR INFORMATION ABOUT THE STUDY” and “XI. CONTACT FOR CONCERNS OR COMPLAINTS” description in information letter/consent form guidelines.*

**Participant Consent and Withdrawal**

*See “XII. PARTICIPANT CONSENT AND SIGNATURE PAGE” description in information letter/consent form guidelines.*

**CONSENT**

I have read or been described the information presented in the information letter about the project:

YES NO

I have had the opportunity to ask questions about my involvement in this project and to receive additional details I requested.

YES NO

I understand that if I agree to participate in this project, I may withdraw from the project at any time up until the report completion, with no consequences of any kind.

YES NO

I have been given a copy of this form.

YES NO

I agree to be recorded (*if applicable*).

YES NO

I agree that my name can be used (*if applicable*).

YES NO

Follow-up information (e.g. transcription) can be sent to me at the following e-mail or mailing address (*if applicable*):

YES NO

|  |  |
| --- | --- |
| Signature (**or note of verbal consent**): |  |
|  | |
| Name of Participant (Printed): |  |
|  | |
| Date: |  |

*PLEASE REVIEW THIS FORM FOR EDITORIAL ISSUES (INCLUDING THAT* ***ALL*** *ITALICIZED WORDS HAVE BEEN OMITTED) PRIOR TO SUBMITTING TO THE UNBC RESEARCH ETHICS BOARD.*