

**Information Letter and Informed Consent Form Checklist**

*A checklist to ensure you have included everything necessary for a participant to provide informed consent.*

To be included on the **Information Letter** to participants:

**Introduction**

- Project title
- Principal investigator and contact information
- Additional investigators and research staff and contact information
- Funding body (if applicable)

**Project Information**

- Formal invitation to participate
  - Why are you asking the participant to participate in your study?
- Purpose of Study
  - Why is this study being done?
- Length of Study
  - How long will you ask participants to be a part of the study?
- Study Procedures
  - What are you going to be asking the participants to do?
- Risks and Benefits
  - What are the risks to participating in this study?
  - What are the benefits to participating in this study?
- Voluntary Participation
  - Can participants choose to leave the study?
  - What is the withdrawal process?
- Participant Confidentiality/Data Security
  - How will participant's information be kept confidential?
  - What is the data security process?
- Compensation for Participation
  - Are participants being compensated to be in the study?
- Dissemination and Publications

- What can participants expect of any publications of this study?
- Contact Information
  - Contact information for REB Chair/Coordinator

To be included on the **Informed Consent Form** to participants:

### **Introduction**

- Project title
- Principal investigator and contact information
- Additional investigators and research staff and contact information

### **The following statements should be included, as applicable;**

- “I/or my legal designate have read/been verbally advised of the contents of the Letter of Information, understand the nature of the study and I agree to participate. All questions have been answered to my satisfaction”.
- I/or my legal designate agree to be audio-recorded
- I /or my legal designate consent to the use of unidentified quotes obtained during the study in the dissemination of this research.

### **Sign Off:**

- Name of Participant
- Signature and Date
- Name of Investigator
- Signature and Date