**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 the leave the study?
  + What is the withdrawal process?
* Participant Confidentiality/Date Security
  + How will participant’s information be kept confidential?
  + What is the data security process?
  + Will AI be used as part of study activities to collect or process data?
* 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.
* I /or my legal designate consent to the use of AI to process the information I share as part of my participation in the study for the purposes of transcription, data analysis, etc.

**Sign Off:**

* Name of Participant
* Signature and Date
* Name of Investigator
* Signature and Date