Consent form – Course outlines that require research *(template)*

*Note:* the consent form provided hereinbelow is merely a template; the professor should adapt the form to accurately reflect the projects undertaken in the course. Italicized text is instructional and should be removed from the final version.

*The final version must be printed on official University letterhead.*

**Title of the course and course code:**

**Name of Professor:**

**Affiliation** *(Faculty, Department, Institute)*

**Coordinates** *telephone number and email address:*

NB: *Students should not indicate home addresses or phone numbers.*

**Invitation to Participate:** I am invited to participate in the research study entitled ________ conducted by *(name of student researcher)* for the course ____.

**Purpose of the Study:** I understand that the purpose of the study is to *(clearly indicate the aim of the study, its purpose and objectives, in a language that participants are able to comprehend, using a grade 8 reading level)*.

**Participation:** My participation will consist essentially of *(example: attending sessions; give the number of sessions and length of time of each session/intervention) during which (description of tasks that the participants will have to perform). *(The sessions) have been scheduled for (place, date and time of each session). I will also be asked to (examples: complete questionnaires, participate in interviews or focus groups, etc.; be very specific and include the length of time of each activity)*.

**Risks:** I understand that since my participation in this study will entail that *(example: I volunteer very personal information), it may cause me to feel (describe potential risks or inconveniences, whether emotional, psychological, physical, social or economic). I have received assurance from the researcher that every effort will be made to minimize these risks *(describe what measures are taken to minimize such risks).*

NB: In the case of course projects, the risks should be minimal. It may therefore not be necessary to include this section.

**Benefits:** My participation in this study will *(explain how the participation will benefit the participant and/or the student, for ex. gives the participants a chance to talk about a particular issue; the student gets experience doing research).*

**Confidentiality and Anonymity:** I have received assurance from the researcher that the information I will share will remain strictly confidential *(explain how the confidentiality*
will be protected). The contents will be used only for this course (course code). (If yours is a study where the protection of confidentiality may be breached because of a legal obligation, please indicate this in the consent form and explain the reason). (In cases where data collection is done via email / Internet, and particularly where the topic is personal or involves risk, please include the following sentence (or a similar one, as it applies to your project) “In order to minimize the risk of security breaches and to help ensure your confidentiality we recommend that you use standard safety measures such as signing out of your account, closing your browser and locking your screen or device when you are no longer using them / when you have completed the study.”

Anonymity will be protected in the following manner (describe how anonymity will be guaranteed. If anonymity cannot be protected, state this expressly, explain the reason why and explain the risks involved for the participant, the organization, etc.; also, explain whether or not the identity of the participants will be revealed in publications).

Conservation of data: The data collected (mention the data collected – both hard copy and electronic data. Examples: tape recordings of interviews, transcripts, on Compact Discs, questionnaires, notes, etc.) will be kept in a secure manner (describe how and where the data will be stored, who will have access to it, and how long it will be conserved. NB: data collected for courses should be conserved by the professor in his or her office on campus for one year following the submission of final grades for this course.

Compensation: (Mention if there is compensation, whether it be money, a token gift, a cab chit etc.; remember that compensation is not an inducement and must not be coercive; if a participant withdraws from the study, they should still receive the compensation: “If I choose to withdraw from the study, I will still receive this compensation”.) NB: If no compensation is offered, this section can be omitted.

Voluntary Participation: I am under no obligation to participate and if I choose to participate, I may withdraw from the study at any time and/or refuse to answer any questions (you may want to go into detail if there is a perceived risk of coercion, if the researcher is in a position of authority, for example). If I choose to withdraw, all data gathered until the time of withdrawal will (explain what will happen to the data gathered before the participant’s withdrawal).

Acceptance: I, (Name of participant), agree to participate in the above research study conducted by (name of researcher) of the (name of Department, Faculty, Institute), which research is under the supervision of (name of professor). I understand that by accepting to participate I am in no way waiving my right to withdraw from the study.

If I have any questions about the study, I may contact the student and/or his professor at the numbers mentioned above (provide the phone number(s), emails and addresses).

If I have any ethical concerns regarding my participation in this study, I may contact the Protocol Officer for Ethics in Research, University of Ottawa, 550 Cumberland Street, Room 154, (613) 562-5387 or ethics@uottawa.ca.
There are two copies of the consent form, one of which is mine to keep.

Participant's signature:  (Signature)  Date:  (Date)

Researcher's signature:  (Signature)  Date:  (Date)

NOTE: For research involving CHILDREN, a separate assent form should be drafted for the children to sign.