Appendix C - Request for Informed Consent

This document is a template and contains instructions written in italics. When creating the form, follow the instructions and then delete them (including these paragraphs).

Under each bold heading, provide the information and details relevant to your study. Use straightforward language that can be understood by your intended participants.

Researcher identity:

- *Researcher(s) Name(s)*
- *Position and institutional affiliation*
- *Supervisor if the researcher is a student*
- *Address and email and / or phone number where researcher can be contacted*

Title of the Research Project:
Insert here

Sponsor:
Identify the sponsor and funding source if this project is funded

This consent form, a copy of which has been given to you, is only part of the process of informed consent. Please take the time to read this carefully in order to understand any accompanying information. If you would like more details about this project or anything not mentioned here, please feel free to ask.

The Golden Hills School Division has approved this research study.

Purpose and Use of the Research:

- *Describe the purpose of this study and what the study hopes to establish.*
- *Indicate the function of the research (University degree, institutionally funded project, etc.).*
- *Explain why/how individuals/groups were selected as possible participants.*
- *Include a statement outlining any potential publication or commercialization of the research findings.*

What will I be asked to do?

- *Describe exactly the nature of the participant's involvement and what is expected of them.*
- *Indicate how much time is required for participant involvement.*
- *In order to guarantee that consent is fully informed include topics and samples of questions similar to those to be used in the study as well as number of questionnaires or other requirements.*
- *Indicate if there is any follow-up and when the follow-up will occur.*

Is my participation voluntary?

Include a statement making it clear that participation in the research is voluntary. Indicate that participants may discontinue participation in the research at any time without penalty. Indicate what will happen to the data gathered to date in the event a participant withdraws from the study.

What type of personal information will be collected?
If no personal identifying information is to be collected (e.g. names, student ID numbers) and the participant remains anonymous, use the following statement:

"No personal identifying information will be collected in this study, and all participants shall remain anonymous."

If information such as gender, age, ethnicity, educational level, etc., is collected, provide a description of the type of information you will be collecting. For example, "Should you agree to participate, you will be asked to provide your gender, age and the grade you are in."

If applicable to the research, describe options available to the participant. You may choose to use the suggested introductory statement as the sample choices listed below.

"If you decide to take part in this research there are a number options for you to consider. You can choose all, some or none of them. Please put a check mark on the corresponding line(s) that grants me your permission to:"

I grant permission to be audio taped: *Yes: ___ No: ___*

I grant permission to be videotaped: *Yes: ___ No: ___*

I wish to remain anonymous: *Yes: ___ No: ___*

I wish to remain anonymous, but you may refer to me by a pseudonym: *Yes: ___ No: ___*

The pseudonym I choose for myself is: _____

You may quote me and use my name: *Yes: ___ No: ___*

Are there any potential risks or discomforts as a result of participating in this study?

- *Include a clear statement of any risks, harm, or inconveniences to participants, including minimal risks.*
- *If there is a possibility of harm, it needs to be described and mitigation methods need to be indicated.*
- *Indicate if students will miss instructional time if they participate in the study. Indicate the amount of time that will be missed.*
- *Include a statement of the researcher(s)' potential conflicts of interest.*

How do I benefit from this study?

- *Describe benefits realized as a result of the research.*
- *Include benefits to the participant and/or possible benefits to society or science.*
- *If the participant will not benefit from participation, clearly state this fact.*

What happens to the information I provide?

Describe procedures in place to ensure confidentiality of data and anonymity of participants.

- *Explain how records identifying the participant will be kept confidential.*
- *Provide information on length of retention and security of data and who will have access to the data.*
- *If the information will be released to any other party for any reason, state the person/agency to whom the information will be given, the nature of the information, and the purpose of the disclosure.*
- *Include a statement indicating that the researchers intend to publish the research (for example, in scholarly publications), or that the researchers intend to make public presentations based on the research. If the results of the study are published, indicate that the participant's identity will remain confidential.*
- *In instances where it will not be possible to provide complete confidentiality, the limits on this obligation should be carefully explained.*
- *If activities are to be audio or videotaped, describe the participant's right to review/edit the tapes or transcripts, who will have access to the materials, whether they will be used for educational purposes, and when they will be erased.*

You may wish to model your explanation on the following example:

"Participation is completely voluntary, anonymous and confidential. You are free to discontinue participation at any time during the study. No one except the researcher and her supervisor will be allowed to see or hear any of the answers to the questionnaire or the interview tape. There are no names on the questionnaire. Only group information will be summarized for any presentation or publication of results. The questionnaires are kept in a locked cabinet only accessible by the researcher and her supervisor. The anonymous data will be stored for three years on a computer disk, at which time, it will

be permanently erased."

Written consent and signatures:

Your signature on this form indicates that you 1) understand to your satisfaction the information provided to you about your participation in this research project, and 2) agree to participate as a research subject.

In no way does this waive your legal rights nor release the investigators, sponsors, or involved institutions from their legal and professional responsibilities. You are free to withdraw from this research project at any time. You should feel free to ask for clarification or new information throughout your participation.

Participant's Name: (please print) _____

Participant's Signature _____ Date: _____

Name of the parent/guardian for students under the age of 18_____

Signature of parent/guardian _____ Date_____

Researcher's Name: (please print) _____

Researcher's Signature: _____ Date: _____

Contact Information:

If you have any questions or concerns about this research and/or your participation, please contact *(include your contact information and, if applicable, contact information for your advisor/supervisor)*:

Name(s):
Organization:
Phone number:
Email address:

Extend Appreciation to Participants & Return of Consent Form:

- *Thank participants.*
- *Include instructions for the return of the form.*

If you have any concerns about the way you've been treated as a participant, please contact:

Superintendent,
Golden Hills School Division # 75
435 A Highway # 1
Strathmore, AB T1P 1J4

A copy of this consent form has been given to you to keep for your records and reference. The researcher has kept a copy of the consent form.