**Checklist for Information and Consent Form for Potential Research Participants**

Researchers applying to the Algonquin College Research Ethics Board to conduct research involving human subjects (per Algonquin College Policy RE03 – Research Involving Human Subjects) should use this form when preparing their Information/Recruitment Letters and/or Informed Consent Forms. The Algonquin College REB will use this document as a checklist to verify completeness of the related documents that are submitted by applicants.

* Indicate the date.
* Indicate Project Title (as stated in application).
* Indicate who the researcher is and their affiliation to an institution.
* Clearly state that the individual is being asked to participate in a research study.
* Provide a clear statement of the research plan in plain language (no technical language or jargon), including:
  + the identity and affiliation of the researcher
  + the identity of the project funder/sponsor
  + the expected nature and duration of participation
  + a description of the research procedures
  + an explanation of the responsibilities of the participant
* Provide a plain language description of ALL foreseeable risks and benefits, both to participants and in general, that may arise from research participation.
* Provide an assurance that prospective participants:
  + Are under no obligation to participate
  + Are free to withdraw at any time without prejudice to pre-existing entitlements
  + Will be given, in a timely manner throughout the course of the research, information relevant to their decision to continue or withdraw from participation
  + Will be able to withdraw from participation at any time, including details about how data already collected will be dealt with in the case of a withdrawal of participation. In cases where withdrawal will not be possible, an explanation why.
* Provide information about the presence of any real, potential, or perceived conflicts of interest on the part of researchers, their institution(s), or the research sponsors
* Provide information about the possibility of commercialization of research results
* Explain how research findings will be disseminated, and whether participants will be identified during that dissemination
* Provide contact information (including name) of an individual who can explain the scientific or scholarly aspects of the research to participants
* Provide the contact information of the Algonquin College REB (613) 727-4723 x 5213; REBAdmin@algonquincollege.com), and indicate that potential participants are free to contact the REB to discuss ethical issues surrounding the project
* Provide a detailed, plain language description of what kinds of information will be collected about the participants, and why
* Indicate who will have access to the information of the identity of participants, a description of how confidentiality will be protected, and a description of the anticipated uses of the data.
* If applicable, provide a description of who may have a duty to disclose information about participants, and to whom such disclosures would be made.
* Provide information about any compensation for participation, reimbursement for participation-related expenses, and compensation for injury.
* Include a statement to the effect that by consenting to participate, participants have not waived any rights to legal recourse in the event of research-related harm.
* In clinical trials, provide information about stopping rules and when researchers may remove participants from trial.
* Include a statement to the effect that by signing the consent form the potential participant is indicating that he/she has read and understood the information in the form, has had an opportunity to have all questions regarding participation answered, and agrees freely to participate in the research according to the terms set out in the consent form.
* Provide a space for a signature and date on the consent form.