*This document is intended to help researchers confirm that their behavioural research consent forms provide for fully informed consent by participants. More* [*detailed guidance*](https://ethics.research.ubc.ca/sites/ore.ubc.ca/files/documents/Behavioural_ICF_Guidelines.doc) *on drafting behavioural consent forms is also available. Not every element is appropriate for all studies, but you may be asked to add additional details during the ethics review process if they are deemed necessary to ensure informed consent. Consent forms for survey-only studies will not require the same level of detail.*

*On page 1*

* Include letterhead details (department name, mailing address, department contact phone and email)
* Provide full study title per Box 1.7.
* List name and contact information (e.g. phone number and/or email) of the Principal Investigator (identified as “Principal Investigator”)
* List names of co-investigators who will have direct contact with the participants and their data
* Identify who the primary contact is and include contact information, e.g. phone number and email
* If applicable, include a statement that the research is for a graduate thesis

*In the consent form body*

* If funded, include details of funders/sponsors
* If actual or potential conflicts of interest exist for the researchers or sponsors, disclose the nature of the conflict and explain how it will be managed
* Explain why the participant has been invited
* Describe the study purpose in non-academic language
* Describe the study procedures and total time being requested for participation
* Make it clear that any participant questions will be answered by the researcher to ensure full understanding before consent is requested
* Explain potential risks to participants (e.g., psychological, cultural, reputational, privacy, confidentiality) and describe procedures in place to minimize risk
* If applicable, refer to any counseling or referral services available to participants
* Explain the degree to which participant identities will be protected, and how this will be accomplished. If participant identities will not be kept confidential, explain what may be disclosed, to whom, and why disclosure is necessary.
* If focus groups are being used, include a statement that confidentiality cannot be guaranteed
* Explain who will have access to the data and confirm that all identifiable data will be encrypted
* If the research findings will be stored publicly, include a brief explanation about this
* Describe reimbursement for participant expenses and/or remuneration being offered
* If a prize draw is being used as an incentive, include the required details (per the Office of the University Counsel): <https://universitycounsel.ubc.ca/files/2021/03/Fact-Sheet-Promotional-Games-v.-Mar.-24_2021.pdf/>
* State clearly that participants may decline to consent and may withdraw from the study at any time without consequence
* State if there are limitations on the time period during which data can be withdrawn (e.g. after identifiers have been removed)
* If conducting research in schools, indicate how children whose parents/guardians do not consent will be occupied during the research activity (see [Action Research Guidelines](https://ethics.research.ubc.ca/sites/ore.ubc.ca/files/documents/Action%20Research%20Guidelines.pdf) for details)
* Include the required wording for the Research Participant Complaint Line in a separate paragraph:

*Sample Heading*:Who can you contact if you have concerns or complaints about the study?

*UBC Vancouver*:“If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca) or call toll free 1-877-822-8598.”

*UBC Okanagan*: “If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics toll free at 1-877-822-8598 or the UBC Okanagan Research Services Office at 250-807-8832. It is also possible to contact the Research Complaint Line by email ([RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca)).”

*In the consent signature section*

* Include a statement that by consenting, participants have not waived any rights to legal recourse in the event of research-related harm (required if there is potential risk to participants or if study is DHHS funded)
* Include a summary description of what the participant is consenting to
* Include a statement of how consent is recorded (signature, checkbox, or verbal agreement)
* Explain next steps following consent
* Include a placeholder for signatory’s name and date of consent
* If parent/guardian consent is required, include an option for declining consent, e.g. “I consent/I do not consent to my child’s participation in this study.”

*In the document footers*

* Page number (“page 1 of 3,” “page 2 of 3,” etc.)
* Version date
* Ethics ID (e.g. Ethics ID # H21-XXXXX)
* If footers will not be visible to recipients, include the ethics ID# in the body of the document