Research Ethics Board
3rd Floor, 505 Doyle Avenue
Kelowna, BC V1Y 0C5
Phone: 250-870-4602
Web: Research Ethics Board

Guidance Note – Consent for Research

Researchers must obtain informed consent from participants prior to participation in any research study. The consent process may involve:

a) A written consent form signed by the participant or his/her legally authorized representative (LAR) or parent/guardian (for those under the age of 19). Both the researcher and the participant retain signed copies.
   - If a parent, guardian, or LAR provides consent on behalf of a participant, the researcher also obtains assent from the participant.

b) A consent script read by the researcher to the participant, who then provides verbal consent. The researcher must document receipt of verbal consent.

c) For anonymous[1] surveys, the researcher obtains implied consent. For example, construct online surveys in such a way that the participant must first read a preamble containing all the elements of informed consent; and the participant cannot access the survey before clicking on a clear statement that continuing to the survey is taken as implied consent.

In any of these situations, the researcher must include all applicable elements of informed consent as described below. This checklist helps researchers ensure consent documents meet requirements.

For clinical trials only, the study team may wish to use the BC Common Clinical Consent template, available online from Michael Smith Health Research BC.

Checklist: does the consent form contain…	**Yes**	**No**	**N/A**
A statement that the study involves research.	☐	☐	☐
Identification of IH site's principal or qualified investigator (PI or QI) including a contact telephone number and e-mail address.	☐	☐	☐
A clear explanation of why you are inviting them to participate.	☐	☐	☐
An explanation of who is funding the study. If Interior Health is providing an in-kind contribution of human or physical resources, acknowledge them as a funder.	☐	☐	☐
A brief but complete lay language description of the purpose of the project.	☐	☐	☐
A description of all research-related procedures.	☐	☐	☐

[1] The information has no identifiers and never had any identifiers associated with it.

Research Ethics Board
3rd Floor, 505 Doyle Avenue
Kelowna, BC V1Y 0C5
Phone: 250-870-4602
Web: Research Ethics Board

Checklist: does the consent form contain…	**Yes**	**No**	**N/A**
A description of what information you will collect about participants, for what purposes, and who will have access to their identifiable information.	☐	☐	☐
A description of the participant's responsibilities, including the total amount of time participants will contribute.	☐	☐	☐
A description of foreseeable risks to the participant and how the researchers will mitigate these risks.	☐	☐	☐
A description of benefits the participant may expect to receive from the study. If there are no anticipated direct benefits to participants, say so.	☐	☐	☐
A description of compensation for participant's time and/or reimbursement of expenses associated with participation. If you will not compensate participants for their time or reimburse reasonable expenses, say so.	☐	☐	☐
An unambiguous statement that participation is voluntary, and that refusal to participate or withdrawing from the study at any time will involve no penalty or loss of benefits to which the participant is entitled.	☐	☐	☐
An assurance that participants have the right to request the withdrawal of their data or specimens, including any limitations to that withdrawal.	☐	☐	☐
A statement regarding how the researchers will share results (a) directly with participants, and (b) with others.	☐	☐	☐
A clear statement if the researcher is considering secondary use of the data, including that such secondary use is subject to prior review and approval by a Research Ethics Board.	☐	☐	☐
An offer to answer questions about the study and identification of an appropriate contact person for this information.	☐	☐	☐
A statement that if the participant has concerns about his/her rights as a research participant or their treatment, he/she may contact the Chair of the IH REB at 250-870-4602 or researchethics@interiorhealth.ca. If UBC is the Board of Record, refer participants to the UBC research participant complaint line.	☐	☐	☐
A description of how researchers will protect the privacy of participants throughout the life cycle of the study.	☐	☐	☐
A statement that the researcher will give a copy of the signed consent form to the person signing the form (participant, legal representative, or parent/guardian). If using remote consent, the researcher advises the participant to keep a copy of the written consent form they received from the investigators for their records.	☐	☐	☐
Lay language. For the public, the reading level of the Consent Form is no higher than grade **eight**.	☐	☐	☐
Consistent use of second-person pronouns (you/your) when referring to participants.	☐	☐	☐
Version number and date of the consent form, as well as page numbering (formatted as page 1 of 5, page 2 of 5…) in the footer on each page.	☐	☐	☐
The IH logo on participant-facing documents and recruitment information posted at IH sites or distributed via IH channels.	☐	☐	☐

Research Ethics Board
3rd Floor, 505 Doyle Avenue
Kelowna, BC V1Y 0C5
Phone: 250-870-4602
Web: Research Ethics Board

As applicable:	**Yes**	**No**	**N/A**
If the research involves Laboratory, Diagnostic Imaging, or other clinical tests performed at an IH facility, the researcher informs the participant that results will become a part of their medical record.	☐	☐	☐
If participants are under the age of majority (19 in British Columbia), parental consent forms contain a statement of choice providing an option for refusal to participate (e.g., "I consent/I do not consent to my child's participation in this study").	☐	☐	☐
Information about the possible commercialization of research findings.	☐	☐	☐
Information about the presence of any possible or perceived conflicts of interest on behalf of researchers, their institutions, or sponsors	☐	☐	☐
A statement indicating if a student researcher is completing the project to fulfill academic requirements.	☐	☐	☐
A statement that the researcher will grant study monitors, auditors, IH Research Ethics Board, and applicable regulatory authorities (name them) direct access to the participant's medical records for verification of clinical trial procedures and/or data, without violating the confidentiality of the participant.	☐	☐	☐
A description of foreseeable risks to an embryo, fetus, or nursing infant.	☐	☐	☐
For written consent, provide space for the printed name and signature of participant (or legal representative), printed name and signature of witness, and date signed.	☐	☐	☐
A statement that an alternate course of treatment that may be available to the participant and a description of the potential benefits and risks.	☐	☐	☐
An explanation as to what compensation and medical treatments are available if injury occurs, and who to contact in the event of a research-related injury.	☐	☐	☐
Assurance that if a research-related illness or injury occurs, participants will receive appropriate treatment at no cost to themselves. If the participant has no health insurance, study funds must cover the cost.	☐	☐	☐
A statement that the researcher will inform participants promptly if information becomes available that may be relevant to the participant's willingness to continue in the study.	☐	☐	☐
Anticipated circumstances under which the investigator or sponsor may terminate participation without regard to the participant's consent.	☐	☐	☐
A statement to the effect that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harm.	☐	☐	☐