**Checklist for Invitation to Participate**

This is a general checklist provided to help applicants prepare their invitations to participate. It is not required as a part of REB applications. Please note that depending on the proposed procedures, there may be additional information required on an applicant’s invitation to participate that is not listed here.

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|  | Headings are used, as indicated below in bold. |
|  | **Title of Research** is included. |
|  | **Name of Researcher(s):*** A list of all investigators, beginning with the principal investigator. This list should include information about each investigator’s position (e.g., honours student, Associate Professor), departmental and university affiliation.
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|  | **Invitation to Participate**: * An explicit invitation to participate
* An acknowledgement that participation is voluntary and that consenting to participate does not waive any rights to legal recourse
* If the principal investigator is a student, include a statement indicating that the study is being conducted as a part of the requirements for an undergraduate or graduate (as applicable) degree in the department of \_\_\_\_\_ at St Francis Xavier University, Antigonish, NS.
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|  | **What is the Study About?*** Statement of the purpose of the research, in lay terms
* Concise description of the project, in lay terms
* Will participants be audio or video recorded?
* A statement about research funding/sponsorship for the project
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|  | **What Will I Be Expected to do, Including Time Commitment?*** Description of what participants will be required to do
* A statement about compensation that participants will receive, if any
* A statement about how much time participation will require
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|  | **Will Anyone Know What I Said?*** A statement about anonymity and/or confidentiality
* A brief statement about how the results will be disseminated
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|  | **What Happens if I Change My Mind and Wish to Withdraw?*** A statement about how participants can withdraw from the study and what will be done with any data collected from that up to the point of withdrawal
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|  | **What Are the Potential Benefits and Harms Associated with Participation in the Study?*** A statement about the benefits of participation to participants, to the group to which they belong &/or society more generally
* A statement about the potential harm(s), other than time, that could result from participation and what will be done to mitigate the harm(s)
* Benefits are listed BEFORE harms
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|  | **Where and How Will My Data Be Stored:*** A statement regarding how the data will be kept secure (both paper and electronic data)
* A statement about how long the data will be stored and when/how it will be destroyed
* If data will be stored in a repository for other researchers to access (as applicable):
	+ A statement about what data and/or human biological materials will be stored
	+ A statement about the voluntariness of consent including any limitations on the feasibility of withdrawal of data
	+ A description of the nature and types of future research that may be conducted and its purpose
	+ A statement about the benefits and risks of storage including areas of uncertainty where risk cannot be estimated
	+ A general description of the data repository
	+ A statement regarding participants’ preference to being recontacted for additional future research
	+ A statement about whether data could be shared with researchers who are not subject to the TCPS-2 and/or whether the potential research might be conducted outside of Canada
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|  | **Permission of Other Bodies** (if applicable): A brief statement about permission from other bodies to carry out the research.**Miscellaneous** (if applicable): Any other information as necessary  |
|  | **Where Do I Get Questions Answered?*** Information about how to contact the principal investigator and/or the principal investigator’s supervisor if appropriate
* Use institutional contact information rather than personal contact information
* Provide the identity and contact information of the appropriate individual outside of the research team who participants can contact regarding possible ethics issues
* Include the ROMEO number associated with the project
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|  | Things to avoid in your invitation to participate:* Do not include personal contact information (e.g., phone numbers, home addresses, noninstitutional email addresses such as Gmails)
* The invitation does not exceed 2 pages in length
* Space for participants’ signatures is not included
* Do not include a statement indicating that the REB has approved the project
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