**Consent Forms**

Consent forms serve as the agreement between the investigator(s) and the prospective participant. As such, they should be as brief as possible and should not reiterate information provided in the invitation to participate.

Normally when any participants recruited from the school system (pre-college and pre‑university) are 16 years or older, signed informed consent is to be obtained from both the participant and the parent/guardian. If participants are under the age of 16, including preschool children, assent is to be obtained from the participant in addition to signed informed consent from the parent/guardian (see [Assent Forms](https://www.stfx.ca/sites/default/files/documents/Assent%20Forms.docx) on the REB webpage for guidance and a template).

All post school system participants are to give signed informed consent unless deemed legally incompetent by some appropriate authority to provide such consent. If the latter is the case, signed informed consent must be obtained from the person(s) assigned with the authority to make decisions on behalf of the participant and assent must be obtained from the participant.

**Consent forms must include the following:**

* Complete contact information for the principal and co-investigators (including research supervisors);
* A statement indicating that the prospective participant has read and understood the relevant information;
* A statement indicating that the prospective participant understands that they may ask questions in the future;
* A statement indicating that the prospective participant freely consents to research participation by signing the research consent form” and,
* A separate option for consent to storage of the data in a long-term repository for future unspecified use if appropriate.

**When parents/legal guardians are consenting on behalf of an individual who cannot give legal consent:**

* For research involving participants who cannot give legal consent, the wording “Parent’s or Legal Guardian’s Signature” should be used.
* Where consent is provided by parent or guardian, include a space for the name of the participant (although a child’s signature is not required). See also “Assent Forms” found on the REB webpage.
* If the research participants are children, include a statement for the parent or guardian to sign such as “I have explained the research to my child.”

**Other Considerations:**

* For in-person studies, two copies of the consent form should be signed, one for the researcher and the other to be kept by the participant or, in the case of participants who cannot give legal consent, by their parent or legal guardian.
* For certain cases it may be necessary to read aloud the covering letter to some prospective participants who may have limited literacy levels.

\*\*The template below should be revised as appropriate for individual studies.

**Template Consent Form**

**Consent Form**

**St. Francis Xavier University**

**Title of the Study**: fill in title of study

**Researchers**: fill in name, Honours Student, Department of fill in department, St. Francis Xavier University and Dr. fill in name, fill in position e.g., Associate Professor, Department of fill in department, St. Francis Xavier University, etc.

ROMEO #: fill in ROMEO number

I have received a copy of the Invitation to Participate for the research project titled fill in title, have had an opportunity to read the information provided or it has been explained to me, and have had all questions that I may have had answered.

I agree to participate in this research project, understanding that I am doing so voluntarily, fill in level of anonymity and any other key information (e.g., “that I will be identified in the research and that my quotations will be used”), and that I have the right to withdraw from the study at any point using the means outlined in the Invitation to Participate.

Signature

Date:

Include your contact information so that participants may contact you if they have questions or concerns.

**If you plan to deposit the data in a repository for future unspecified use by other researchers, include the following as well:**

I agree to permit my data to be deposited in name or describe repository for future unspecified research. I understand that I am doing so voluntarily. I understand that my data will be stored describe level of identifiability of the data, and that I have the right to withdraw my data at any point using the means outlined in the Invitation to Participate.

Signature

Date: