**Example Consent Form with for Remote (online) Interviews**

This document describes an *example* of a Consent Form for remove (online) interview-based research. Key elements of the consent form are described within square brackets in ***blue italicized text***. Please ensure that you remove the blue text prior to submitting your application.

***[Include the CapU Logo]***

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***[Project Title] Factors Associated with Academic Success***

***[Contact information of the Principal investigator and supervisor]***

|  |  |
| --- | --- |
| **Principal Investigator**Robert Bly, Student Bachelor of Phycology Capilano University Robert.Bly@capilanou.ca  | **Faculty Supervisor** Dr. Sigmund Freud Department of Psychology Capilano University Sigmund.Freud@capilanou.ca  |

***[Purpose - Explain the topic being explored and why the research is being done]***

I am a student in the Bachelor of Psychology at Capilano University. My research, entitled “*Factors Associated with Academic Success*,” aims to identify factors that determine academic success among students in Capilano University’s Psychology program. My hope is that my research will contribute to the future success of Psychology students at Capilano University and beyond.

***[Description – Describe what the participant is being asked to do, and how much time participation would take].***

I would like to ask if you would be willing to participate in a remote (online) interview. If you agree, you would be asked questions concerning your personal experiences while attending Capilano University, with emphasis on factors such as social support, financial situation, family responsibilities, and past academic performance. With your permission, the interview would be audio recorded. Your participation would require approximately 60 minutes of your time.

***[Use of Research Information – Describe how the information collected from participants will be used]***

The results of this study will be presented in a final thesis required for completion of my degree and may also be used for conference publications, presentations, and published in academic journals.

***[Risk of harm to participants and strategies to manage risk – Describe potential risks of harm participants, such as stress, embarrassment, loss of privacy, loss of status, and loss of reputation, etc.]***

Depending on the information you provide, and whether you choose to disclose your identity, there is a possibility that the information you provide might cause loss of social status and/or embarrassment. As strategies to manage risks, you have the option of not having your personal identity revealed in the products of the research. With your permission, the interview would be audio recorded, transcribed into text, and you will be provided a copy of the transcript and invited to make changes to the transcript if you wish.

***[Participation and withdrawal – participants must be told explicitly that they have the right to decline to participate. Participants also have the right to withdraw from a study at any time where practicable. If you wish to put a limit on the time by which participants may withdraw, you need to clearly state this in the consent form].***

Your participation is completely voluntary. You may withdraw from the study for any reason, without explanation, up to when I begin analysis of the data. If you would like to review and make changes to the transcript of the interview, or withdraw from the study, you may do so up to four weeks from the time of being provided a copy of the transcript by contacting me by email. If you choose to withdraw from the study, all information you provided during the interview would be withdrawn from the study and destroyed.

***[Management of Research Information/Data – Describe how you will manage the research data, such as methods of recording, storage, whether (and if so, and how and when) data will be destroyed after project completion, and any associated risks to privacy]***

[*Company name*] will be used to host the online interview. If you agree, the interview would be recorded using my personal recording devise (see checkbox below). In accordance with [*Company name*]’s data management and privacy policy, our interview would NOT be recorded by [*Company name*] (see [*URL link to company’s privacy policy*]). Please also be aware that because I will use [*name of email service provider*] to transmit interview transcripts, and because [*name of email service provider*] stores data outside of Canada, the interview transcript would be subject to [*name of email service provider*]’s data management and privacy policies, not protected by Canadian privacy legislation, and may be accessed by the foreign government/s in accordance with its/their laws (see [*URL link to email service provider’s privacy policy*]).

All data derived from the interview will be stored on a password-protected computer. All data associated with our interview not included in the products of the research will be permanently deleted at the end of the project, approximately May 31st, 2021.

I have read and understand the information provided above, and hereby consent to participate in this research under the following conditions:

|  |  |  |
| --- | --- | --- |
| *I consent to the interview being audio recorded.* | *Yes*  | *No*  |
| *I consent to having my personal identity disclosed in the products of the research.*  | *Yes*  | *No*  |
| *I consent to being quoted in the products of the research.* | *Yes*  | *No*  |

Participant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, Robert Bly, promise to adhere to the procedures described in this consent form.

Principal Investigator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any concerns about your treatment as a research participant in this study, please contact the Capilano University Research Ethics Board at reb@capilanou.ca.

***[Participants should be provided a copy of the signed consent form.]***