

Consent Checklist

Please review the following guidelines for the consent form and process prior to submission of your application form.

Who will consent?

- Participant
- Parent or guardian
- Agency officials

Written parental consent is always required for research in schools and an opportunity must be presented either verbally or in writing to the students to refuse to participate or withdraw. Submit a copy of what will be written or said to the students.

Passive Consent occurs when a parent is asked to return a consent form if they do not want their child to participate in a study, whereas active consent occurs when a parent is asked to sign a consent form indicating they are willing to allow their child to participate in the study. Regardless of the form of consent used for parents, the child must always be given the opportunity to assent or consent (depending on capacity) to participate. The REB will consider the use of passive consent with approval from the school district for youth in grades 9-12 because the youth would generally be mature enough to consent for themselves outside of the school setting. Passive consent in younger children is not permissible unless a strong case is made justifying its use. All studies proposing passive consent in younger children will require full board review. Please note that school boards have their own requirements regarding consent. If the REB approves passive consent in a study but the school board does not agree with the decision the researchers will be asked to change their consent forms to active consent. Please ensure lay language is used in all consent forms as not all parents are able to understand the complexities of some consent forms.

Although the age of majority in British Columbia is 19, neither applicable law nor the TCPS2 relies on the age of majority to determine whether people have the capacity to consent to participate in research. According to the Interagency Advisory Panel on Research Ethics (PRE), seeking consent from minors should not be based on their age but on whether they have the capacity to understand the significance of the research and the implications of the risks and benefits to themselves. Researchers conducting studies with minors should therefore consider: the nature of the research, the research setting, the level of risk the research poses to participants, and provincial legislation.

Within BC, there is nothing that abrogates the application of the common law in relation to a minor's legal capacity to consent. The common law presumes that all persons, including minors, are legally and mentally capable of providing their own consent. There are two doctrines directly applicable to the consent of minors: the 'emancipated minor' doctrine and the 'mature minor' doctrine. The emancipated minor doctrine provides that persons under the age of majority who are 'emancipated'

If you are conducting research internationally you may be required to obtain a research permit to conduct research in that country. It is your responsibility to find out what permits are required.

The REB requires signed consent in most cases other than those limited to questionnaires. Please check each item in the following list before submission of the consent form in Appendix F to ensure that the written consent form that you attach to your application contains all necessary items.

Capilano University letterhead.

- ☐ Title of the project.
- ☐ Identification of investigators, including a telephone number. Research for a course or graduate thesis should be identified as such and the name and telephone number of the faculty advisor included.
- ☐ Brief but complete description of the purpose of the project and of all procedures to be carried out in which the participants are involved. Indicate if the project involves a new or non-traditional procedure, device, therapy, or therapeutic. Your description should be written at a level of language and detail that someone with a Grade 8 education and no prior knowledge of your project could understand.
- ☐ Explanation of why they are being invited to participate including inclusion and exclusion criteria (in list form).
- ☐ A description of the risks and benefits of participation in the project. State explicitly if none are known.
- ☐ Description of how research data, including consent forms, will be stored.
- ☐ Statement of the total amount of time that will be required of a participant.
- ☐ Details of compensation to be offered to participants, including any pro-ration for partial participation.
- ☐ An offer to answer any inquiries concerning the procedures to ensure that they are fully understood by the participant and to provide debriefing, if appropriate.
- ☐ A statement that if they have any concerns about their rights or treatment as research participants, they may contact the REB Chair, (insert name), at (insert phone number) or reb@capilano.ca
- ☐ A statement that they have read and understood the information in the consent form dated (include date of REB approved ethics form) and have had the opportunity to ask questions.
- ☐ A statement of the participant's right to refuse to participate or withdraw at any time, unless otherwise specified (e.g. if withdrawal would not be possible after an indicated point in time).
- ☐ A statement that withdrawal or refusal to participate will not jeopardize further treatment, medical care or influence class standing, as applicable. Note: This statement must also appear on letters of initial contact. For research done in the schools, indicate what happens to children whose parents do not consent.
- ☐ A statement acknowledging that the participant has received a copy of the consent form including all attachments for the participant's own records.
- ☐ A statement that the participant is consenting to participate (by signing).

- A place for printed name and signature of participant and a place for the date of the signature.
- If applicable, a place for the signature, printed name and date for each of these people (where participant requires additional assistance): legal guardian/representative, person reading or translating, witness, investigator.
- Consent forms that include parental consent 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." Also, written or verbal consent (or assent) must be obtained from the child, after the parent has consented.

For other useful information you may give to participants see the following link:

http://www.pre.ethics.gc.ca/eng/education_participation.html