

## INFORMED CONSENT FOR HUMAN PARTICIPANTS: CHECKLIST FOR RESEARCHERS

### Faculty of Environmental Studies

This checklist is intended to assist researchers with the kind of information that may be required in developing written Informed Consent documentation.

YES	NO	N/A	DESCRIPTION
			Have you provided contact information for yourself as the researcher (your name, your telephone number and email address, your status – e.g. BES/MES/PhD Student). All research must be explicitly linked to York University and the Faculty of Environmental Studies.
			Have you included a brief description of the purpose/rationale of the study? This will describe for participants why the research is being conducted and what the researcher is looking to achieve.
			Have you included a brief description of the study design? This will indicate what participants are expected to do and the required time commitment.
			Have you included a brief description of potential risks and discomforts to the participants and applicable mitigation methods?
			Have you included any benefits of the research and benefits to participants, if there are any? This may contribute to why people may choose to participate in your research.
			Have you indicated whether and what incentives, if any, are offered to participants and why?
			Have you included statements of the following (as applicable): i. Participation in the study is completely voluntary and participants have the right to withdraw at any time. ii. Should a participant withdraw from the study, all data generated as a consequence of their participation shall be destroyed. iii. Participants have the right not to answer questions iv. Indicating how the research will be presented or reported? For example, “this research is part of my MES Major Research Paper.” If your research may be used beyond your current academic work, please indicate.
			Have you described the methods by which confidentiality and anonymity will be attained and maintained? Indicate if the interviewing or recording of the participant will be associated with identifying information.
			Have you described the storage method, length of retention and disposal method of all data gathered during the study? Researchers are required to keep consent forms for a minimum of two years following completion of the study.
			Have you included a statement indicating that the research has been reviewed and approved by the FES Human Participants Research Committee on behalf of York University?
			Have you provided contact information for participants should they have questions (a contact phone number for Diane Legris, Manager, Faculty Governance, FES, phone 416-736-2100 ext. 33783, <u>and</u> contact information for the Manager of Research Ethics for the University at the Office of Research Services, 214 York Lanes, York University, phone 416-736-5055)?
			Have you included a signature line and a date line for participants if a written consent form is being used?
			Have you included a signature and a date line for yourself as researcher if either a written consent form or a letter is being used?
			If the research involves a questionnaire or a survey, have you attached the questionnaire or survey to the application?
			If the study involves the use of a minor, have you included: i. A separate information letter to the parents of the minor? ii. A separate parental permission letter which is to be attached to the minor’s letter of “consent”? iii. A signature line for the parent/guardian of the minor? iv. A line for the Parent or Guardian to indicate their relationship to the minor?

**This checklist must accompany the *Human Participants Research Form*.**