**This template should be modified to fit the requirements of the researcher(s).**

**NOTE**

Remember to use language that is appropriate for your audience. For example, avoid using acronyms or jargon that is specific to your discipline. The intent of an informed consent letter is to provide enough information so participants are able to make an informed choice about participating in your research project.

This template is a sample of the content you may wish to provide in a consent letter. Please note the prompts below are not necessarily exhaustive and a researcher may opt to add or remove information as is appropriate to their study. For more information, review [The *Tri-Council Policy Statement: Ethics Conduct for Research Involving Humans*, Section 2, “Free and Informed Consent”.](http://www.pre.ethics.gc.ca/eng/archives/tcps-eptc/section2-chapitre2/)

**INFORMED CONSENT**

**[Research Project Title]**

**Research Purpose**

[Briefly describe the purpose of the research]

**Researcher(s)**

[List researcher/research team and contact information]

**Supervisor (s)**

[List supervisor(s) and contact information]

**Research Description**

[Describe the research tool to be used (survey, interview, etc) and discuss issues such as confidentiality,

data security, possible risks and participants right of refusal. Sample text in italics below]

*All information collected is confidential and will only be used as part of research work being carried out*

*by researcher/research teams at Cape Breton University.*

*All data collected will be stored in a secure location. Access to questionnaires will only be granted to the*

*researchers listed above or assistants working directly for them. Data, when reported, will be in*

*aggregate form. No personally identifiable information will be given out at any time.*

*You may choose to cease your participation in this research at any time.*

**Informed Consent**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have been informed of the purpose of this research and

agree to participate in this survey.

If you have any questions that have not been answered satisfactorily by the researcher(s) or supervisor(s) named above, please contact:

Co-chair of the Research Ethics Board at CBU, Dr. Kathy Snow, at (902)563-1170, email: [kathy\_snow@cbu.ca](kathy_snow%40cbu.ca)

Co-chair of the Research Ethics Board at CBU, Dr. John Hudec at (902) 563-1982, email: john\_hudec@cbu.ca.

REB Administrator, Nicole MacDougall at (902) 563-1107, email: [ethics@cbu.ca](ethics%40cbu.ca)

*Note: Participants are to be informed of the researcher(s)’ “Duty to disclose” suspected abuse or neglect of a child or an adult in need of protection. Under section 23(1), Nova Scotia Children and their Family, The Protection of Children and Adoption (1990) states that “Every person who has information, whether it is confidential or privileged, indicating that a child is in need of protective services shall forthwith report that information to an agency.” Agency is defined as “an agency continued by or established and incorporated pursuant to the act…” that is, Nova Scotia Department of Community Service Child Welfare. This may vary across provinces within Canada and different regions outside of Canada.*