**Checklist for Invitation to Participate**

This is a general checklist provided to help applicants prepare their invitations to participate. It is not required as a part of REB applications. Please note that depending on the proposed procedures, there may be additional information required on an applicant’s invitation to participate that is not listed here.

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|  | Headings are used, as indicated below in bold. |
|  | **Title of Research** is included. |
|  | **Name of Researcher(s):**   * A list of all investigators, beginning with the principal investigator. This list should include information about each investigator’s position (e.g., honours student, Associate Professor), departmental and university affiliation. |
|  | **Invitation to Participate**:   * An explicit invitation to participate * An acknowledgement that participation is voluntary and that consenting to participate does not waive any rights to legal recourse * If the principal investigator is a student, include a statement indicating that the study is being conducted as a part of the requirements for an undergraduate or graduate (as applicable) degree in the department of \_\_\_\_\_ at St Francis Xavier University, Antigonish, NS. |
|  | **What is the Study About?**   * Statement of the purpose of the research, in lay terms * Concise description of the project, in lay terms * Will participants be audio or video recorded? * A statement about research funding/sponsorship for the project |
|  | **What Will I Be Expected to do, Including Time Commitment?**   * Description of what participants will be required to do * A statement about compensation that participants will receive, if any * A statement about how much time participation will require |
|  | **Will Anyone Know What I Said?**   * A statement about anonymity and/or confidentiality * A brief statement about how the results will be disseminated |
|  | **What Happens if I Change My Mind and Wish to Withdraw?**   * A statement about how participants can withdraw from the study and what will be done with any data collected from that up to the point of withdrawal |
|  | **What Are the Potential Benefits and Harms Associated with Participation in the Study?**   * A statement about the benefits of participation to participants, to the group to which they belong &/or society more generally * A statement about the potential harm(s), other than time, that could result from participation and what will be done to mitigate the harm(s) * Benefits are listed BEFORE harms |
|  | **Where and How Will My Data Be Stored:**   * A statement regarding how the data will be kept secure (both paper and electronic data) * A statement about how long the data will be stored and when/how it will be destroyed * If data will be stored in a repository for other researchers to access (as applicable):   + A statement about what data and/or human biological materials will be stored   + A statement about the voluntariness of consent including any limitations on the feasibility of withdrawal of data   + A description of the nature and types of future research that may be conducted and its purpose   + A statement about the benefits and risks of storage including areas of uncertainty where risk cannot be estimated   + A general description of the data repository   + A statement regarding participants’ preference to being recontacted for additional future research   + A statement about whether data could be shared with researchers who are not subject to the TCPS-2 and/or whether the potential research might be conducted outside of Canada |
|  | **Permission of Other Bodies** (if applicable): A brief statement about permission from other bodies to carry out the research.  **Miscellaneous** (if applicable): Any other information as necessary |
|  | **Where Do I Get Questions Answered?**   * Information about how to contact the principal investigator and/or the principal investigator’s supervisor if appropriate * Use institutional contact information rather than personal contact information * Provide the identity and contact information of the appropriate individual outside of the research team who participants can contact regarding possible ethics issues * Include the ROMEO number associated with the project |
|  | Things to avoid in your invitation to participate:   * Do not include personal contact information (e.g., phone numbers, home addresses, noninstitutional email addresses such as Gmails) * The invitation does not exceed 2 pages in length * Space for participants’ signatures is not included * Do not include a statement indicating that the REB has approved the project |