# Survey Consent Preamble Template

## Instruction Guide

### Before You Begin

* This template may be particularly helpful for studies that collect data using a short online survey. This brief preamble can be used for the start of the survey, while all the additional elements of informed consent are included in a more detailed letter of information (a separate template is available). Participants can choose to consult the letter at their discretion.
* The information provided in blue text and parentheses (...) are instructions to guide you as you fill in and convey the specific details of your research study.
* The information provided in blue text and square brackets [...] provides guidance regarding research ethics responsibilities. This guidance includes direct references to the Tri-Council Policy Statement 2 (TCPS 2, 2022), applicable legislation and policies, as well as to corresponding sections of your research ethics protocol.
* Please ensure that you thoroughly remove these parentheses and square brackets with the enclosed text and this Instruction Guide page prior to submitting your consent form for REB review.

### Important Tips

* Double-check that the information in your consent form/forms matches/match the information provided in your research ethics protocol (and funding proposal if applicable).
* Consent forms should be written at a reading level appropriate for your target audience. Use clear language, avoid acronyms/academic jargon, and explain terms a layperson may not be familiar with to ensure the clarity needed for informed consent.
* For clarity, consider using second-person pronouns (“you/your”) throughout the form when referring to participants, except on the signature page where you use first-person pronouns (“I”).
* Consider accessibility requirements by consulting this [guide on how to create accessible documents](https://www.torontomu.ca/accessibility/guides-resources/document-accessibility/).

### Additional Information

* [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)
* [TCPS 2 Interpretations](https://ethics.gc.ca/eng/policy-politique_interpretations.html)
* [Guidance in Applying TCPS 2](https://ethics.gc.ca/eng/guidance-lignes_directrices.html)

If you have any other questions, please email us at [rebchair@torontomu.ca](mailto:rebchair@torontomu.ca).

## Consent to Participate in Research – Online Survey

Title: (Title of the study)

|  |
| --- |
| Principal Investigator |
| (Name) |
| (Position/Title) |
| (Department/Faculty) |
| (University/Institution) |
| (Email Address) |

|  |
| --- |
| Co-Investigator [Include the names of the co-investigators listed in Section 2 of your research ethics protocol. There is no need to list research assistants in your consent forms unless they are the point of contact for the project or responsible for data collection. Student principal investigators should include the name of their supervisor/supervisors.] |
| (Name) |
| (Position/Title) |
| (Department/Faculty) |
| (University/Institution) |
| (Email Address) |

|  |
| --- |
| Faculty Supervisor |
| (Name) |
| (Position/Title) |
| (Department/Faculty) |
| (University/Institution) |
| (Email Address) |

### Study Funding and Conflict of Interest

This study is funded by (include the name of sponsors and funders, if applicable. For the latter, also provide the identifying grant number. Declare any real, potential or perceived conflict of interest and plans for commercialization, if applicable)*.*

[A declaration of any real, potential or perceived conflict of interest and commercialization is required for industry-funded studies. According to Article 3.2.e of the TCPS 2, researchers should disclose the presence of any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors, as well as the possibility of commercialization (where applicable) of research findings. Refer to Article 7.4 for additional information.]

### Study Introduction and Purpose

[According to Article 3.2 of the TCPS 2, researchers should provide the following information in plain language: the purpose of the research, expected duration of participation, a description of the research methods, what information will be collected and for what purpose, the nature and expected duration of participation, as well as the rights and responsibilities of the participant.]

The purpose of this study is to (describe the topic and objective/aims/goals of your study in three to five sentences in lay terms)*.* We are inviting (number of participants)participants. To participate, you must be *(specify inclusion criteria and exclusion criteria).*

### Brief Overview

|  |  |
| --- | --- |
| * (Key Point – Voluntary Participation) | * (Key Point – Risks/Benefits) |
| * (Key Point – Completion Time) | * (Key Point – Participation Task/Tasks) |
| * (Key Point – Anonymity/Confidentiality) | * (Key Point – Nature of Incentive) |
| * (Key Point – Privacy) | * (Key Point – Who to Contact) |

Learn more about your participation in this project by reading the full (provide a descriptive link to the “Survey Letter of Information” here. Be sure to link the full text “Survey Letter of Information” for accessibility. Do not provide the URL on its own).You may save or print a PDF copy of this consent form for future reference.

### Questions

If you have any questions about this research, please feel free to contact the researchers. You can find their contact information at the beginning of this letter of information.

This study has been reviewed and approved by the Toronto Metropolitan University Research Ethics Board (REB 20XX-XXX)*.* If you have any questions about your rights or concerns about your treatment as a research participant in this study, please contact the Toronto Metropolitan University Research Ethics Board directly at [rebchair@torontomu.ca](mailto:rebchair@torontomu.ca) or call 416-979-5042. (If there are other relevant agencies/resources associated with the research to whom participants may raise questions, such as, participant pool or registry, please also include their information here.)

By clicking (create a “Submit” button here), I am consenting to participate in this study.

(Create a “Start Survey” button here.)