

**Red River College – Research Ethics Board  
Letter of Information/Consent Form Checklist**

All Letters of Information and Consent Forms should be written in lay terms (ordinary language), at an appropriate level taking into consideration who the participants will be, and they should be written in the prospective participant's preferred language. [To assess readability using Microsoft Word, go to "Tools" → "Spelling & Grammar" → "Options" → "Show Readability Statistics". When Word finishes checking spelling and grammar, it displays information about the reading grade level. ]

Letters of Information and Consent Forms should:

- Be on appropriate letterhead and a version date should be noted
- Include the title of the study (shortened if appropriate)
- Provide the name of the Principal Investigator(s)/Supervisor(s) and other Investigator(s) where applicable
- Provide contact information for the researcher(s) and if applicable his or her supervisor to enable participants to contact the researchers with any questions about the research
- Provide a clear explanation that the letter / consent is in respect of a research study
- Indicate the purpose of the proposed research (Why is the research being conducted?)
- Describe in lay language (avoiding technical terms, acronyms and abbreviations) the nature of the research (i.e., what the research involves, including details of what will happen to the participant)
- Provide an explanation of how long the research and each stage of the process will take
- If the study involves questionnaires or interviews, include a statement indicating that the participants may decline to answer any or all questions
- If the study involves an interview indicate whether tape recordings or notes are going to be taken
- Describe all foreseeable risks, discomforts and inconveniences including physical, psychological, emotional, and financial. The description should delineate both the likelihood and the magnitude of the risk or inconvenience
- Describe any known or anticipated benefits that may arise from the research (their nature and their likelihood)
- Describe the procedures which will be taken to ensure security of the data, and the anonymity or confidentiality of the participants. If there are any limitations

- on confidentiality (e.g. if the research involves focus groups), these should be noted
- Include a statement indicating that participation is voluntary and that participants may withdraw their agreement to participate at any time without consequence, and describe what will be done with the data collected up to the time of withdrawal
  - Indicate what compensation or reimbursement will be provided to the participants
  - Include a statement indicating whether or not the research findings will be available to the participants, and if so, how the findings will be communicated to them
  - Include a statement indicating that the project has been reviewed and received ethics clearance from the Red River College Research Ethics Board, and that participants with concerns or questions respecting their involvement in the study may contact:  

The Red River College Research Ethics Board  
c/o Research and Planning  
Telephone: 204.632.2038  
E-mail: [sallarie@rrc.mb.ca](mailto:sallarie@rrc.mb.ca)
  - Give a copy of the signed consent form to the participant