

## Informed Consent for Human Participants CHECKLIST FOR RESEARCHERS

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

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

- Yes  No Have you provided contact information for yourself as the researcher (your name, telephone number, email address, status – BES/MES student)?  
All research must be explicitly linked to York University and the Faculty of Environmental Studies.
- Yes  No 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.
- Yes  No Have you included a brief description of the study design?  
This will indicate what participants are expected to do and the required time commitment.
- Yes  No Have you included a brief description of the potential risks and discomforts to the participants and applicable mitigation methods?
- Yes  No  N/A 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.
- Yes  No Have you indicated whether and what incentives, if any, are offered to participants and why?
- Yes  No 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.
- Yes  No 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.
- Yes  No 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.
- Yes  No 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?
- Yes  No Have you provided contact information for participants should they have any questions for the Senior Manager & Policy Advisor for the Office of Research Ethics, 5th floor, York Research Tower, York University, 416-736-5914 or [ore@yorku.ca](mailto:ore@yorku.ca)?
- Yes  No Have you included a signature line and a date line for participants if a written consent form is being used?
- Yes  No Have you included a signature line and a date line for yourself as researcher if either a written consent form or letter is being used?
- Yes  No  N/A If the research involves a written questionnaire or a survey, have you attached the survey to the application?
- Yes  No  N/A 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/guardian to indicate their relationship to the minor?

Submit one copy to:

**FES Clerk, Faculty Governance**

127 Health, Nursing and Environmental Studies Building, York University