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**TITLE OF THE STUDY – Letter of Information and Consent**

**Seneca**

**Insert Department/School/Program**

**Study Title:**

**Name of Principal Investigator and Contact:**

**Name of Additional Researcher and Contact (if applicable):**

**Introduction**

Insert brief introduction of the research team and your affiliation(s).

**Background/Purpose**

Insert brief description of the purpose of the research.

**Study Design and Procedures**

Insert a statement regarding what participants are expected to do, including the estimated time commitment for the participant.

**Voluntary Participation**

Participation is completely voluntary. [Insert this sentence if you have any previous relationship with a potential participant:] And if you choose not to participate it will not impact our relationship [insert this if you know the potential participant], or your relationship with [insert any agency you might be recruiting from/supporting your recruitment] or Seneca.

**Withdrawal From Study**

You may withdraw your consent while you are completing the survey. If you wish to withdraw during the study, simply exit the window that contains our online survey at any time and the data you provide will be deleted by the research team after it is downloaded. You also may decline to answer any specific questions without withdrawing from the study by leaving the questions blank. At the end of the survey, you will be asked to confirm your consent. Please note that since the survey is anonymous, it is **not possible** to withdraw consent once the survey is submitted.

**Risks and Benefits**

There are no known risks or insert statement of risks and mitigation plan to participating in this study. The benefits from this study are insert statement of benefits, which may be benefits to the participants or to the broader society.

**Confidentiality**

The information you provide will be anonymous. You will be asked **not** to include your name in your answers. Consent shall be electronically obtained, so there will be no need for you to sign your name on anything. Survey responses will be collected anonymously through the online survey software insert software platform. The online survey results will be accessible to the researchers using a password but the raw data you provide in the form will be stored on Microsoft’s servers located in the United States. Where personal information is stored or processed outside of Canada, it is subject to the laws of the foreign jurisdiction, and may be accessible to that jurisdiction’s governments, courts or law enforcement or regulatory agencies. United States authorities under the provisions of the USA Freedom Act formerly known as the Patriot Act may access the survey data. The data downloaded by the researchers will be kept in a secure computer file and will be deleted upon the completion of the study on insert date unless the study is published, in which case de-identified electronic data will be kept indefinitely.

**Compensation (if applicable)**

Insert information about compensation.

**Dissemination**

Study findings will be based on the entire group of participants and not on individual participants. The findings of the study will be viewed by our faculty supervisor, insert name, and may be discussed in a classroom, at a conference presentation or published. However, the report of the findings will not include any identifiable information about you.

**Questions About the Study**

This research study has been reviewed and received clearance through the Seneca’s Research Ethics Board. If you have any questions about this process or about your rights as a participant in the study, contact Seneca’s Research Ethics Board at [REB@senecacollege.ca](mailto:REB@senecacollege.ca). If you have any other questions about this study or about your participation, feel free to contact our faculty supervisor, insert name and contact information.

**Consent**

If you agree to participate in this study, you may select “Continue” to proceed to our survey and give your electronic consent before the first question.

**Consent Question**

I have had an opportunity to read the information provided about Insert Title of study and any questions that I may have had have been answered to my satisfaction. I consent to participate in this survey with the understanding that I am doing so voluntarily. I understand that responses will be kept confidential and that I may withdraw at any time prior to submission using the means outlined in the letter of information.

* I agree to complete the survey.
* I opt not to complete the survey.

**Post Survey Consent Question**

Having completed the survey, I understand that I am providing my responses voluntarily. I understand that my responses are anonymous. I agree to the use of my responses by the researchers as outlined in the letter of information.

* I agree to the use of my data.
* Please delete the data I have provided. I am withdrawing my consent for this study.