**CONSENT CHECK LIST**

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| Written subject consent (Form #1) is required in all cases other than questionnaires which are completed by the subject. (See item #36 for questionnaire consent requirements.) Please check each item in the following list to ensure that the written consent form attached contains all necessary items. If your research involves contact by telephone, you need not fill out this section. Written correspondence should be on TRU letterhead.  a.  Title of project  b.  Identification of investigators (including a telephone number)  c.  Brief but complete description IN NONTECHNICAL LANGUAGE of the purpose of the project and of  all procedures to be carried out in which the subjects are involved.  d.  Assurance that identity of the subject will be kept confidential and description of how this will be  accomplished.  e.  Statement of the total amount of time that will be required of a subject.  f.  Details of monetary or other compensation, if any, to be offered to subjects.  g.  An offer to answer any inquiries concerning the procedures to ensure that they are fully understood by  the subject and to provide debriefing, if appropriate.  h.  A statement of the subject's right to refuse to participate or withdraw at any time and a statement that  withdrawal or refusal to participate will not jeopardize further treatment, medical care or influence  class standing as applicable. **NOTE:** This statement must also appear on letters of initial contact.  i.  A place for signature of subject CONSENTING to participate in the research project, investigation or  study.  j.  A statement acknowledging receipt of a copy of the consent form including all attachments.  k.  Parental consent forms must contain a statement of choice providing an option for refusal to  participate. (e.g. "I consent/I do not consent to my child's participation in this study." (Form #2)  l.  Contact information for relevant Dean and for Chair of REC-HS.  m.  Statement as to what the information will be used for (presentation, publication etc.)  n.  Statement as to how the subject can receive a copy or executive summary of completed project and, where appropriate, receive updated information during the course of the research.  o.  Description of the likelihood of any discomforts and/or conveniences associated with the participation and known or suspected short and long-term risks, and factors which might lead to refusal to participate. |