**Example Consent Form for Online Surveys**

This document describes an *example* of a Research Consent Form for online surveys. Key elements of the consent form are described within square brackets in ***blue italicized text***. Please ensure that you remove the blue text prior to submitting your application.



***[Project Title] Factors Associated With Academic Success***

***[Contact information of the Principal investigator and supervisor]***

|  |  |
| --- | --- |
| **Principal Investigator**  Robert Bly, Student  Bachelor of Phycology  Vancouver Island University  [Robert.Bly@capilanou.ca](mailto:Robert.Bly@capilanou.ca) | **Faculty Supervisor**  Dr. Sigmund Freud  Psychology Program  Vancouver Island University  [Sigmund.Freud@capilanou.ca](mailto:Sigmund.Freud@capilanou.ca) |

***[Purpose - Explain the topic being explored and why the research is being done]***

I am a student in the Bachelor of Psychology at Vancouver Island University (VIU). I would like to invite you to take part in my study, entitled “*Factors Associated with Academic Success,”* which aimsto identify factors that determine academic success among students in VIU’s Psychology program. My hope is that my research will contribute to the future success of Psychology students at Vancouver Island University.

***[Description – Describe what the participant is being asked to do, and how much time participation would take].***

You are being asked to voluntarily complete this online survey. The survey includes questions on topics such as employment, time pressure, available support services, and extracurricular activities, etc. The survey would take about 15 minutes to complete.

***[Potential direct benefits and risk of harm to participants – Describe potential risks of harm participants, such as stress, embarrassment, loss of privacy, loss of status, and loss of reputation, etc.]***

There is no direct benefit to you in taking part in this study. It is hoped that the research will contribute to the future success of Psychology students at Vancouver Island University. There is a risk that some of the survey questions may make you uncomfortable. To mitigate this risk, you are free to decline to answer any question you do not wish to answer, or you may withdraw from participation at any time by closing your browser*.* If you close your browser prior to clicking the ‘submit’ button at the end of the survey, information you provide will not be used in the study.

The survey is anonymous – that is, no personally identifiable information will be collected. **Please do not include your name or contextual information that might directly or indirectly identify you.** If you agree to be quoted in the products of the research (see checkbox below) quotes will be attributed to a pseudonym or code (e.g., ‘participant #3’).

***[Management of Research Information/Data – Describe how you will manage the research data, such as methods of recording, storage, whether (and if so, and how and when) data will be destroyed after project completion, and any associated risks to privacy]***

Please be aware that [*Company name*] is being used to collect your survey responses. Survey data will be stored on [*company name*] devices located outside of Canada, and thus data you provide would be subject to [*company name’s*] data management and privacy policies, not protected by Canadian privacy legislation, and may be accessed by the foreign government/s in accordance with its/their laws (see [*URL link to company’s privacy policy*].

I will download to my personal, password protected computer and then delete all survey data from [company name’s] servers not more than one month after completion of data collection, which I expect will be [date]. All survey data not included in the products of the research will be deleted at the end of the project, approximately May 31st, 2021.

***[Use of Research Information – Describe how the information collected from participants will be used]***

The results of this study will be presented in a final report required for completion of my degree and may also be used for conference publications, presentations, and published in academic journals. Products of the research will include only aggregate data unless you explicitly consent to be quoted (see checkbox below).

***[Participation and withdrawal – participant have the right to withdraw from a study at any time where practicable. If you wish to put a limit on the time by which participants may withdraw, you need to clearly state this in the consent form].***

Because your personal identity will not be collected, withdrawal from the study would not be possible once you click on the ‘submit’ button at the end of the survey.

***[Consent and Conditions of Consent]***

|  |  |  |
| --- | --- | --- |
| I consent to participate in this research in accordance with the conditions described above. | *Yes* | *No* |
| I consent to being quoted in the products of the research. | *Yes* | *No* |

***[Concerns about Treatment in the Research]***

If you have any concerns about your treatment as a research participant in this study, please contact the Vancouver Island University Research Ethics Board at [reb@viu.ca](mailto:reb@viu.ca) or (250) 740-6631.