

# Informed Consent – Letter of Information Template

Good STEM is ethical STEM! It is important to make sure your idea will not harm or be unethical towards people. If your idea involves people, either in Low Risk or High Risk participation, **before beginning**, you must prepare a Letter of Information for your participants. This means they have all the information they need to understand your project and how they will be participating before they agree to participate. This is called *informed consent*. It is a simple way to make sure you're doing ethical STEM, and making the safety and wellbeing of your participants your first priority.

Develop and share this letter with your adult supervisor – they can be a teacher, parent, guardian, mentor, or anyone supporting you with your idea.

## On the next pages, follow these steps to develop your Letter of Information:

1. **Adult and Scientific Supervisor(s)** Who will be supporting you with your idea? When working with people, it is important to also have a scientific supervisor. Your adult supervisor can be your scientific supervisor too, if they are qualified to support you in the area of STEM you are working in.
2. **Data Collection** When will you start and stop collecting data from participant(s)?
3. **Location** Where you will be collecting your data?
4. **Purpose** What is your idea looking to achieve? Briefly explain the research you did to support your idea. Explain the general procedure you will be using.
5. **Benefits from Participating** What are the benefits to a participant from participating?
6. **Risks from Participating** What are the risks to a participant from participating?
7. **Time Commitment Required** How much time will a participant be expected to contribute?
8. **No Remuneration** No remuneration or reward will be paid. It is the policy of Youth Science Canada that incentives not be offered for participation in projects.
9. **Confidentiality of Data** How will you guarantee the confidentiality of participant data?
10. **Withdrawing from the Project** Explain that each participant has the right to withdraw from the project at any time, and for any reason. Describe how the participant communicates the decision to withdraw from the study.
11. **Results** How will the results of the research be communicated to the participant?
12. **Ethics Approval** Before starting your project, you need to get ethics approval. Note you have ethics approval (and the date you got it) from your regional fair.

Once the Letter of Information is complete, print off the next 3 pages (not this instruction page) and give a copy of it and a Permission Form to each participant in your study.

If you choose to participate in a science fair, you may be required to share this plan.

# Informed Consent - Letter of Information

## 1. Student Researcher(s), Adult and Scientific Supervisor(s)

Project Title			
Regional Science Fair			
	First Name	Last Name	Email
Student 1			
Student 2			
Adult Supervisor <sup>1</sup>			
Scientific Supervisor			

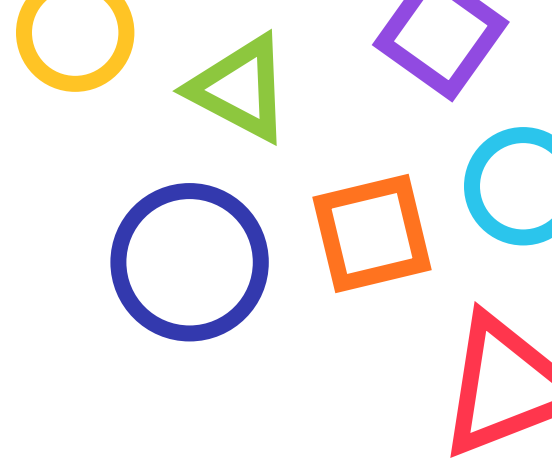
## 2. Data Collection

Start Date	
End Date	

## 3. Location

## 4. Purpose

<sup>1</sup> This person can also be the Scientific Supervisor, if they are qualified to support the project's area of STEM



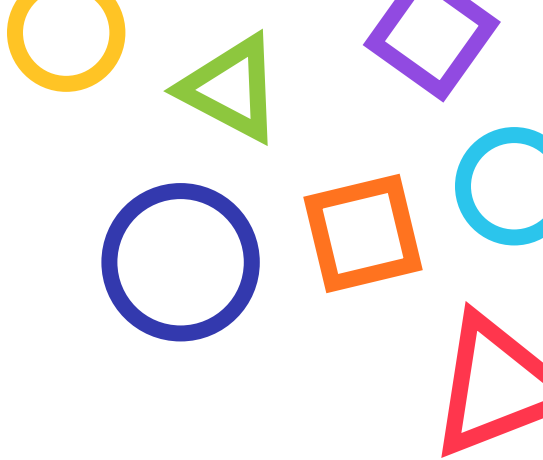
## **5. Benefits from Participating**

## **6. Risks from Participating**

## **7. Time Commitment Required**

## **8. No Remuneration**

No remuneration or reward will be paid to participants. It is the policy of Youth Science Canada that incentives not be offered for participation in projects.



**9. Confidentiality of Data**

**10. Withdrawing from the Project**

**11. Results**

**12. Ethics Approval**

This project received ethics approval from \_\_\_\_\_ Ethics Chair for the \_\_\_\_\_ Regional Science Fair, on this date: \_\_\_\_\_.

## Permission Form – Informed Consent

Project Title		
Regional Science Fair		
	First Name(s)	Last Name(s)
Name of the person(s) running this project:		

To be completed, hardcopy, by each participant:

Date: \_\_\_\_\_

“I have received and read the Letter of Information for Informed Consent for this project, which is mine to keep. All of my questions have been answered to my satisfaction, and I agree to participate in this research.”

Name of Participant (print): \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Name of Parent or Guardian<sup>1</sup>: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

<sup>1</sup> If the participant is under the age of 18, then a parent or guardian must also give permission by signing this form.