

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /
Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

Note to File

Date: _____

Project Title: _____

OHSN-REB Protocol # _____

RE: Recruitment and Consenting New Participants to Current OHSN REB Approved Study that Does Not Increase Risk for Participant Safety and Data Integrity

Due to the COVID- 19 pandemic, as [per March 13, 2020 Memo](#), the recruitment plans and consent process for new participants have been revised.

Participants will have the consent process completed by (remove bullets that do not apply or add additional ones that do apply to your study):

- By mail/email - the participant receives the most recent REB approved consent form to review, which is followed by a telephone call to review consent form, answer any questions participants may have and obtain verbal consent using the REB template language
- Participant is asked to mail signed consent form, if able
- A member of the circle of care
- This process will be documented in participant research record and in EPIC, if interventional study.

These changes (not reported to the REB) will be summarized in the next continuing review form to the REB.

Signature: _____

(Name, role)

This temporary procedure is now over. *(Please sign and date at that time.)*

Signature: _____ Date: _____

(Name, role)