**Email Template: Sending ICF to Potential Participant**

Template Version: July 15, 2021

**User Instructions:**

For use when the patient has already consented to email communication for the study with research staff via the Research Participant Consent to Communicate via Email form, and has agreed to be sent a copy of the Informed Consent Form for review.  
**OR**   
For use when the physician/resident/student/general public participant has agreed to be sent a copy of the Informed Consent Form for review.   
  
Whenever possible, the Informed Consent Form should be sent to the potential participant in advance of the consent discussion.

Thistemplate is written with generic wording to align with TOH Privacy Policy, which indicates that the body of the email should not contain personal health information (PHI). If PHI must be communicated to patients, as per the policy, it should be communicated over the phone, through MyChart, via a link (Microsoft 365 SharePoint /OneDrive, Methods Centre Electronic Data Capture System, etc.) or in an encrypted/password protected document attached to the email. 

As the body of the email should not contain PHI, TOH Privacy Office does not expect the email itself to be encrypted; however, any attachments containing PHI must be encrypted/password protected, and the password must be relayed to the participant over the phone.

For patient recipients, use of a “Private” or “Confidential” flag is mandatory to alert the recipients that the email contains sensitive information.

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**Sending ICF to Potential Participant**

**Subject Line:** Private/Confidential: Informed Consent Form for participation in research*\*or other neutral, non-incentivizing subject line. Do not include disease, recipient names or initials.*

Hello,

You are receiving this email because you have agreed to read the Informed Consent Form for a research study we are conducting. Participation is voluntary.

*If sending ICF in PDF format to potential participant via Microsoft 365 SharePoint Link (best practice):*  
To download the Informed Consent Form, click on the following link and follow the prompts: **[insert Microsoft 365 SharePoint link]**

*If sending ICF in PDF format to potential participant via password protected attachment, with the password provided over the phone:*

The Informed Consent Form is attached for your review as a password protected document. The password to open the document was provided to you over the phone. If you don’t remember the password, contact the research team at the coordinates below.

*Provide next steps; for example:*

* As discussed, a member of the research team will contact you **[provide agreed upon date or time frame of contact]** to go over the Informed Consent Form and to answer all of your questions before you decide if you would like to participate.
* As discussed, if you would like to participate, please print, sign and scan the signed the Informed Consent Form. To return the signed consent form, click on the following link and follow the prompts: **[insert Microsoft 365 OneDrive link]**
* As discussed, if you would like to participate, please print, sign and scan the signed the Informed Consent Form. To return the signed consent form, reply to this email, attaching it as an attachment.

If you have any questions, please contact the Research Coordinator at **[insert phone number and extension]** or at **[email address].**

Thank you,

**[Researcher’s name]**

**[Researcher’s institution]**

**[Researcher’s email address]**

**[Researcher’s telephone number]**