**Instructions for Information Sheet Template**

This Information Sheet template is to be used in conjunction with the Verbal Consent Script for minimal risk research when stand-alone verbal consent is being obtained (i.e. written consent will not be obtained).

Best practice is to provide the Information Sheet to the potential participant via secure file transfer in advance of the consent discussion.

TIPS FOR WRITING THE Information Sheet

* Delete this instructional page prior to REB submission.
* Only use the header logos that are applicable to the site where the study is being conducted.
* Use plain (lay) language that is easy for a non-medical person to understand:
  + Use short sentences and sections and simple words; avoid scientific or technical explanations;
  + Ensure that the final form is properly formatted and free of spelling or grammar errors;
  + Aim for grade 8 reading level, ideally no more than grade 10.
* Define all acronyms and abbreviations when they first appear.

How to use this template

* *GREY highlighted text*: General instructions.
* **BLUE text:** To be deleted/modified as needed, prior to REB submission.
* **BLACK text:** OHSN-REB approved template wording and/or examples that should not be altered without justification.
* This template is intended to serve as a **GUIDE**. Depending on the details of your study, you may need to provide different information and details than those stated in the template.

**Information Sheet**

**Study Title:** [Study Title]

**Principal Investigator:** [Name and contact information]  
  
**OHSN-REB Number:** [#]

Copy and paste the following sections directly from your Verbal Consent Script, modifying the tense where applicable:

IS THERE A CONFLICT OF INTEREST?

WHY IS THIS STUDY BEING DONE?

WHAT WILL HAPPEN DURING THIS STUDY?

WHAT ARE THE RESPONSIBILITIES OF STUDY PARTICIPANTS?

VOLUNTARY PARTICIPATION AND WITHDRAWAL

HOW LONG WILL PARTICIPANTS BE IN THE STUDY?

CAN PARTICIPANTS CHOOSE TO LEAVE THE STUDY?

WHAT ARE THE RISKS OR HARMS OF PARTICIPATING IN THIS STUDY?

WHAT ARE THE BENEFITS OF PARTICIPATING IN THIS STUDY?

HOW WILL PARTICIPANT INFORMATION BE KEPT CONFIDENTIAL?

WHAT IS THE COST TO PARTICIPANTS?

ARE STUDY PARTICIPANTS PAID TO BE IN THIS STUDY?

WHAT ARE THE RIGHTS OF PARTICIPANTS IN A RESEARCH STUDY?

WHOM DO PARTICIPANTS CONTACT FOR QUESTIONS?