When research involves the collection of anonymous data via a survey the researcher is not required to obtain written evidence of consent. However, participants must be provided with appropriate information on the study to ensure they can make an informed decision on whether or not wish to participate. When limited potentially identifying information is collected via a survey written consent may not be required if provisions for maintaining confidentiality are appropriately outlined to the participants. In these cases, the researcher may develop a document that follows the University of Manitoba Bannatyne Campus consent template with the signature section deleted or provide an explanatory letter/e-mail in lieu of a consent template. This document should include the consent disclosure statements listed below.

When participants are directed to conduct the survey via an internet site (e.g. survey monkey) a consent disclosure statement **must** precede the survey.

1. A brief statement that the survey is part of a “research study”.
2. A brief statement regarding the purpose of the research and who is performing it.
3. A statement regarding research procedures. Explain that the study involves answering a series of questions and will take a specific length of time that should be specified e.g. 15 minutes.
4. A statement regarding any foreseeable risks. These might include such things as tiring from answering questions, being asked sensitive questions, etc. If there are no risks, this should be indicated.
5. A statement regarding anticipated benefits. Describe the potential benefits of the knowledge to be gained and any benefits for participants. If there are no benefits to participants, this should be indicated.
6. A statement that participation is voluntary. If the study concerns patients or potential patients, it should state that failure to participate will not adversely affect the care of the participant.
7. A statement regarding provisions to maintain the confidentiality of the data. If conducting a survey on-line, indicate whether the researcher will be able to track the respondent’s e-mail address.
8. If applicable, information on how incentives will be distributed and managed to ensure confidentiality of data.
9. If incentives are in form of a draw (i.e. lottery) please review the University of Manitoba Bannatyne Campus Guidelines – Payment to Research Participants – Use of Lotteries as an incentive to ensure you are in compliance with Federal regulations.
10. A statement outlining how data may be shared with other researcher in the future (including both de identified or anonymized data).
11. Willingness of the participant to complete the survey will serve as adequate evidence of informed consent.
12. Add a ‘version date’ to either the top or bottom of the survey.

*The following templates are designed to assist in the development of a consent disclosure statement for an on-line survey tool or mail returned survey. Please review for appropriate text and revise as necessary.* ***Red bold font provides instructions with respect to required text.***  *Blue text provides instructions on site specific information to be included. Prior to submitting, please ensure formatting is corrected with the template and a version date in placed in the footer of the document*. *Please remove all instructions and the U of M template title and version prior to submitting.*

***University of Manitoba, Bannatyne Campus Research Ethics Boards (October 2022)***

***On –line Survey Consent Disclosure (Template).***

***Insert name of Study and Organization***

Thank-you for accessing the name of survey or study on the internet. Introduce organization and or researcher who is conducting the survey.

This survey is being conducted todescribe purpose of study/online evaluation, provide rational why individual or organization is selected to participate,etc.

Your feedback will be collected through an online survey which will ask you a series of questions about describe the type of questions asked. It should take about state time frameto complete.

Your participation on this on-line survey is completely voluntary. You are not required to provide any personalinformation such as your name, address or telephone number, and you don’t have to answer any questions you don’t want to.

***Outline how data will be held confidential)***

Your survey responses are confidential. The survey system will not record your email address or IP (Internet protocol) address. This survey is done through state name of survey platform which collects and stores data in state country.

(If applicable) If collecting several demographic variables in the survey that in combination with each other has the potential to identify someone this must be outlined.

***(If applicable)-*** When an incentive for participation is provided the processes with respect to this must be described in the consent disclosure and how this may be done to ensure that the responses will not be linked to their acceptance of this offer).

(Sample text for entry into draw) In acknowledgement of your time to complete this survey, at the end of the survey you can enter a draw to win indicate prize and value .(Note if the prize value is more than $50 you must indicate that they will be required to answer a skill testing question. Review University of Manitoba Bannatyne Campus Guidelines – Payment to Research Participants – Use of lotteries as an incentive). A total of state number prizes of value of prize each will be given out. At the end of the survey, if you want to enter the draw, you will be directed to a new page to enter your name and contact information (email and/or telephone). This information will NOT be linked to your survey responses in any way and will be immediately destroyed once all the prizes have been awarded. Please note that once you submit your survey responses you will NOT be able to withdraw them as we cannot link the survey responses back to you. Only completed surveys are eligible to be entered for the draw. Your chance of winning depends on the number participating. Draw prizes will be done within state time frame of the survey being closed.

(Sample text for incentives e.g. gift card or cash)

In acknowledgement of your time to complete this survey, you will be directed to a new page to enter your name and contact information (email and/or telephone). This information will NOT be linked to your survey responses in any way and will be immediately destroyed once your incentive is mailed out. Please note that once you submit your survey responses you will NOT be able to withdraw them as we cannot link the survey responses back to you. Only completed surveys are eligible for the incentive. Incentives will be will be sent out within state time frame of the survey being closed.

(If applicable-) When requesting participants consider participating in future phases of the study please outline how the information will be managed to ensure the survey responses are not linked to the identifying information collected.

At the end of the survey, you will also have the option to participate in a (state potential future phases of study, e.g. focus groups, interviews). If interested in participating you will be asked to provide your name and contact information in a separate link at the end of the survey. Again, this information cannot be linked to your survey responses.

*(Outline any possible risks which may arise. E.g. Loss of confidentiality, request to complete sensitive questions that may be upsetting, etc.).*

The risks of participating are low because state reason briefly outlining how confidentiality is maintained.

**(If applicable**) There is a potential for you to experience state any potential risks or discomforts, etc.

***(If applicable)*** If you agree to participate in the survey, please note that you must complete the survey in one sitting (in other words, the system won’t let you save your survey responses and return to complete them later.

***(If applicable)*** if you agree to participate in the survey, you will be asked to create an account which will allow you to save your responses and return to complete the survey in more than one sitting.

***(If applicable)*** Also, please note that when you submit your response. You will **not** be able to withdraw them as we cannot link the survey responses back to you.

(Outline how data will be shared- Sample text to be modified as applicable) Information gathered in this research study will be published or presented in public forums in an aggregated and anonymized fashion. This data may be shared with other researchers in the future to help answer research questions in this area.

Your participation(or feedback)is important to us and will help us describe how responses will be used*.* If you have any questions about this survey study, please do not hesitate to contact indicate name and titleat indicate phone number or e-mail address*.*

***(If applicable)*** The study is funded by the state name of funder.

This study has been approved by the University of Manitoba Health Research Ethics Board.

By continuing on and completing the on-line survey you are consenting to participate in the on-line survey. **Or**  I Consent to participate in this survey. ○ Yes ○ No

***University of Manitoba, Bannatyne Campus Research Ethics Boards (October 2022)***

***Mail Returned Consent Disclosure (Template).***

***Insert name of Study and Organization***

Introduce organization or researcher who is conducting survey*.* You are being asked to consider participation in a survey study because provide rational why individual or organization is selected to participate*.*

This survey is being conducted todescribe purpose of study/ evaluation, etc.

Your feedback will be collected through completion of a survey (if applicable, a series of questionnaires) which will ask you a series of questions and should take about state time frameto complete.

Your participation is completely voluntary. You may only answer the questions you feel comfortable answering.

*(Outline any possible risks which may arise. E.g. Loss of confidentiality, request to complete sensitive questions that may be upsetting, etc.).* The risks of participating are low because state reason briefly outlining how confidentiality is maintained.

(If aplicable) There is a potential for you to experience state any potential risks or discomforts, etc.

***Outline how data will be held confidential (Sample text as applicable)***

Your survey responses are confidential.

**(If applicable) If collecting several demographic variables that in combination with each other has the potential to identify someone this should be stated.**

**(Outline how data will be shared- Sample text to be modified as applicable)** Information gathered in this research study will be published or presented in public forums in an aggregated and anonymized fashion. This data may be shared with other researchers in the future to help answer research questions in this area.

***(If applicable, outline any Incentives for completion of the survey***)– Upon completion of the survey you are eligible to receive a state what incentive.Please provide your name and mailing address on the separate page in the package in order to receive the state what incentive*.* This information will be handled separately for the purposes of sending you the token of appreciation and will not be linked to study responses.

(Incentives in form of draw – review online template text and modify for mail in survey)

Your participation *(or feedback)* is important to us and may help us describe how responses will be used.

If you have any questions about this survey study, please do not hesitate to contact *indicate name and title* at *indicate phone number or e-mail address.*

***(If applicable, state funding source)*** The study is funded by the state name of funder*.*

This study and survey has been approved by the University of Manitoba Health Research Ethics Board.

Completion and return of this survey implies your consent for the purposes stated above.