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# CREATING CONSENT FORMS GUIDELINES

The following guideline will help researchers determine whether a single consent form or multiple consent forms should be created. The first table is for studies with only 1 participant group and the second table is for studies with multiple participant groups. Where options are provided for both single and multiple consent forms, both options may be available. The researcher must provide justification for their choice. The REB will provide the final determination on the appropriateness of what the researcher is proposing. The key criterion is the accessibility and understandability of the consent form for participants.

**TABLE 1**

| **Only 1 Participant Group/Multiple phases/experiment/methods** | **Single Consent Form** | **Multiple Consent Forms** |
|---|---|---|
| Participants complete the **EXACT** same phases/experiments/methods. | Researchers may choose to have all study phases or components described in one consent form. | Where different phases, experiments, or methods may take place over an extended period of time, multiple consent forms may be more appropriate. |
| Participants may choose to do some or all the study phases /experiments/ methods | If a single consent form is used, the consent form must clearly detail what phases, experiments, or methods the participant is consenting to (e.g. checkboxes). | If the number of phases may add to the complexity and length of a single consent form, multiple consent forms may be more appropriate. |
| The participant group will participate in one phase/experiment/method and then a smaller portion of this group will be invited to complete a second phase/experiment/method. This scenario also applies to studies with more than two phases/experiments/ methods. | NOT APPLICABLE | The initial consent form may mention future phase/experiment/method. However, different consent forms must be created for each phase/experiment/method. |

**TABLE 2**

| **Multiple Participant Groups* /Multiple phases/experiment/methods** | **Single Consent Form** | **Multiple Consent Forms** |
|---|---|---|
| All participant groups will complete the **EXACT** same research method | A single consent form may be used for all participant groups. | Where different phases, experiments, or methods may take place over an extended period of time, multiple consent forms may be more appropriate. |
| Different participant groups will complete **DIFFERENT** research methods, **OR** the same research method where there is **ANY** unique aspect (e.g. different compensation, time, type of questions, location, reading level etc.) | NOT APPLICABLE | Different consent forms should be created for each participant group. |

* Recruitment of multiple participant groups means that there is more than one set of eligibility criteria to participate in the study (examples include: Nurses and patients; NGOs and service users; parents, children, teachers, and principals).

**NOTE:** If you are seeking consent to be contacted for future studies, all future studies will require their own consent form or set of consent forms.