**FREE AND INFORMED CONSENT FORM**

**For individuals who use online surveys**

**NOTE 1:** The included information should be in layman’s terms to be easily understood by the participants. In this sense, acronyms should be avoided.

**NOTE 2:** This document must be available in any language chosen by the participants and these versions submitted to the REB for approval.

**NOTE 3:** Eliminate any section that is not relevant to the research activity.

**NOTE 4:** This document is a basic outline. Add any information likely to improve understanding.

**NOTE 5:** Remove all notes from this document as well as sections not relevant to your project.

1. **Research activity title**
2. **Research team**

**Principal Investigator**

First name, last name:

Title (e.g., professor, student (level)):

Institution and department:

Phone number:

Email address:

**Research team member at the NCS (if different)**

First name, last name :

Position held :

Title :

Phone number:

Email address :

**Under the supervision of (for students)**

First name, last name :

Title :

Institution and department:

Phone number:

Email address:

**NOTE:** Include the first and last names of any other research team members (co-researchers, collaborators, professionals, and research assistants) as well as their title and home institution.

1. **Research activity funding**

This research activity is funded by:

1. **Conflict of interests**

The research team, the National Circus School and [name of funder(s)] have no real, potential or perceived conflict of interest in the context of this research activity.

**NOTE:** If there is a conflict of interests on the part of one of the parties, indicate who or what the conflict is and how it will be managed.

1. **Preamble**

We invite you to participate in this online survey, which will last approximately [to be completed]. The purpose of this survey is to [objective].

***Before agreeing to complete the survey, please take the time to read the entire document.***

1. **General presentation of the research project**

The main objectives of the activity we are carrying out are as follows:

We are therefore looking for individuals who [describe the criteria that specifically qualify and the criteria that disqualify].

This survey focuses on [indicate topics covered].

1. **Risks and disadvantages**

If the research activity does not entail any particular risk, write: This research activity is not expected to entail any greater risks than those you encounter in your everyday life.

If the research activity involves one or more specific risks, write: Your participation in this research project involves certain risks [list them including physical, psychological, social, legal, hierarchical, family, economic, computer risks, etc. , and indicating their nature, magnitude and likelihood].

Describe the main disadvantages and planned mitigation measures. Add: "If certain questions make you uncomfortable, you are free whether to answer them or not."

1. **Advantages and benefits**

Indicate the anticipated personal advantages and benefits for the participants. If no direct benefits are anticipated for the participants, indicate that: You will not derive any personal benefit from your participation in this research activity. However, the knowledge gained through your participation will help advance the state of knowledge in the “xyz” field.

**9. Financial compensation**

Indicate the nature, terms and conditions of the compensation. The compensation aims to ensure that the costs associated with participation are not borne by the participants.

If incentives are used, indicate, describe and justify.

**10. Voluntary participation and opportunity to withdraw**

Your participation in this research activity is voluntary. You are therefore free to refuse to participate and can withdraw at any time. All you must to do is simply stop filling out the survey.

If the data can be destroyed when a participant withdraw, write:

In the event of withdrawal, you can request that your data be destroyed. However, it will not be possible to remove your data or material from the analyses conducted once they have been published or released.

If the data cannot be removed upon withdrawal of a participant, write: Please note that it will be impossible to remove your data [explain the circumstances not allowing the removal of data and/or material] .

1. **Confidentiality and protection of your data**

The research team will collect and record all your data in a secure manner to protect its confidentiality.

Here is how we will protect your data during collection: [indicate the direct or indirect identifiers of the data and the physical and computer protection measures used].

Here is how we will protect your data during analysis and transfer of data between team members: [indicate the direct or indirect identifiers of the data and the physical and computer protection measures used].

Here is how we will protect your data during publication: [indicate the direct or indirect identifiers of the data and the physical and computer protection measures used].

Finally, here is how we will protect your data after the research project:

* Indicate how long participant data will be retained by the research team after the research project ends.
* Indicate whether the data will be unrestricted, and the disclosure requirements associated with the research data management strategy.
* Indicate the direct or indirect identifying nature of the data and the physical and computer protection measures that will be taken.

You have the right to consult your research file to verify the accuracy of the information collected for as long as the research team or the National Circus School hold this information. However, to preserve the scientific integrity of the research project, certain information will only be accessible at the end of the research project.

1. **Dissemination of research results**

Indicate how participants will be informed of research results.

1. **Compensation in the event of damage and rights of participants**

Should you suffer any damages because of your participation in this research activity, you do not waive any of your rights or release the researchers, the funding organization or the National Circus School from their legal and professional responsibilities.

1. **Contacts**

Should you have any question regarding the scientific aspects of the research project or to withdraw from the study, you can contact: [indicate the name of the person in charge of the project at the NCS and how to reach him/her].

For any concerns about your rights or the responsibilities of the research team with regards to your participation in this project, you can contact the Research Ethics Board by email at cer@enc.qc.ca.

1. **Consent**
2. I have read the enclosed information describing the nature and conduct of the project as well as the risks and disadvantages that may arise.
3. I understand that by participating in this research project, I am not waiving any of my rights or releasing the researchers from their responsibilities.

**“I agree" button**

* In the case of a refusal, redirect to a thank you page.

Note: This document is largely inspired, with permission, by a similar document used at Polytechnique Montréal in 2022.