

Consent Documentation

It is the responsibility of the researcher, as per the Tri-Council Policy Statement (TCPS-2) and Concordia University's policies on the responsible conduct of research, to make every effort to ensure integrity in the consent process with due diligence.

While there are multiple options available to researchers for the documentation of consent, researchers should not choose the option based on convenience alone. Rather, one must always attempt to obtain written consent first, if at all possible.

The other options available are also acceptable forms of documenting consent if written consent is not possible based on a number of factors such as the nature of the research, the target population, type of activities (e.g. online survey or questionnaire), and technological and/or physical limitations.

If written consent is not used, this must be explained in the SPF. **An alternate means of documenting consent should always be justified in the SPF.**

- **Written consent** is the preferred method of consent, and should be sought for any in-person type of data gathering activity.
- **Radio buttons** can be used on a consent form for online surveys or questionnaires, as long the consent form is embedded at the beginning of the online survey or questionnaire.
- **Electronic signature** will exceptionally suffice if obtaining written consent is not possible, for reasons such as limitations to in-person research.
- **Email confirmation** stating consent will exceptionally suffice if written consent and an electronic signature are not possible or accessible, for example due to technological limitations, on the condition that the participant's name is included in the email consent statement.
- **Verbal consent** is acceptable in some situations such as certain communities' hesitation about a written agreement or a participants' physical limitation(s) that does not allow them to consent via an electronic signature or email statement.