



SLC-REB Checklist for Developing Questionnaires

When developing a questionnaire, you must include an introductory paragraph or covering letter that will serve as the consent for the research participant. The introduction must include the following information:

(Please check each item on the list before submission of this form to the SLC-REB)

- letterhead/logo from institution
- title of the project
- identification of the investigators, including a contact information (email or phone number) and contact information for the SLC-REB
- a brief summary that indicates the purpose of the project
- a statement indicating that the project is research (or quality assurance)
- the potential benefits to the participants (if any)
- the potential risks to the participants (if there are none, this must be stated)
- a full description of what is expected of the participant including:
 - how is the questionnaire completed (i.e. paper, website)?
 - what type of questions it will involve?
 - how much time is required to complete the questionnaire?
 - is there any follow-up required?
 - will the participant will be contacted again?
- a statement indicating that the participant may choose NOT to participate or withdraw at any time without penalty
- the limitations of withdrawing (i.e. anonymous survey responses cannot be withdrawn once submitted)
- an assurance that the identity of the participant will be kept confidential and a description of how this will be accomplished (i.e. "Don't put your name on the questionnaire", "survey responses are anonymous")

- a statement that if the questionnaire is completed it will be assumed that consent has been given (This is sufficient if the research is limited to anonymous or non-identifying questionnaires; any other procedures or interviews require a more detailed consent form signed by the participant)