Standard digital Informed Consent

This manual will guide you through the personalization of the Informed Consent (IC) template built in Qualtrics. This template is based on the guidelines provided by the Faculty Ethics Review Board (FERB) and outlines all relevant information that is legally required to be presented to the subject before participation. The template consists of a simple informed consent form that can be used for any purpose. Additionally, this template includes instruction on providing participants with a link to another Survey, online experiment, or Teams meeting chat after consent using the End of Survey message. This message is contingent on the participants consent, if they do not consent, they will not see the subsequent participation link.

The forms can be digitally signed by the participants by filling in their name, the date and agreeing to the presented terms by selecting *'I agree'*. After agreeing they can continue to the related study. You can edit the text in the template and add information specific to your study (indicated with []) and delete any information that is not relevant to your study.

When using Qualtrics for your data collection, do not use the template to build your data collection questionnaire. Personal information necessary to verify consent should be stored separately from the collected data.

Instructions

1. Download the IC Package from our website.
2. Unzip the package to a suitable location on your computer.
3. Log into Qualtrics and press 'Create new project'.
4. Locate 'Create your own' and press 'Survey'.
5. You'll see four options for starting a survey. Select 'From a File' and then 'Choose file'.
6. Select the Informed_Consent.qsf file you downloaded in step 1 and click 'Get started'. This will load the template into your Qualtrics Library.
7. Next you can open your Survey and edit the information letter to fit your study.

In addition, you can edit the end of Survey message to instruct the participant on what to do after providing consent.

8. Go to 'Survey Flow', find the top red 'End of Survey' box and click on 'Customize'.
9. Edit the End of Survey message to instruct the participant. Either:

a. Select ‘custom message‘ and add your text. When doing this for the first time you will have to create a new ‘End of Survey’ message in your own library since the message seen in the template is only stored in our library.
b. Select ‘Redirect to a URL’ and copy a destination URL in the box. Here you can add links to other survey tools such as Qualtrics and Gorilla or a link to a meeting in Teams.

Redirecting to Teams meetings

To redirect to a Teams meeting link, you can go to the Teams conversation/meeting, go to ‘More options’ in the right top corner of the screen, and click on the ‘link’ icon. Copy the link and use it as a Redirect URL in your Qualtrics End of Survey Box.