**Animal Owner Information and Consent Form Template and Guidelines**

In order to assist researchers in preparing their Consent Forms, and to assist the AREB in evaluating them, we ask that researchers use the following template for use of owned animals in a research study. This template outlines the minimum information that must be included. **This template includes guidelines identified by** *[blue text]***.** **Please remove the guidelines as you complete each section.** Some sections may not apply to your research and should be modified or deleted to suit your project.

*[REMOVE THIS INFORMATION IN BLUE FROM THE TEMPLATE WHEN YOU FINALIZE THE FORM]*



**Animal Research Ethics Board (AREB)**

**Animal Owner Information and Consent Form**

***ANIMAL OWNER INFORMATION AND CONSENT FORM***

**STUDY TITLE:** *[provide title of research study]*

**PRINCIPAL INVESTIGATOR:** *[name, job title, Department/ College, email and telephone contact information]*

**SUB-INVESTIGATORS:** *[name, job title, Department/ College]*

**STUDENT RESEARCHERS:** *[name, Department/ College]*

**SPONSOR [or Funding Agency]:** *[organization(s) providing funding for research]*

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**INTRODUCTION**

You are invited to enter *[name of pet/owned animal(s) or your dog, your cattle, etc.]* in this research study.

Your animal’s participation is voluntary; you decide if you want them to take part. If you decide for them to participate in this study, you will be asked to sign this form and you are able to withdraw them at any time without giving any reasons for your decision. If you do not wish your animal to participate, you will not lose the benefit of any veterinary care your animal is receiving.

Please read the following information carefully. You can ask the researcher any questions and/or to explain any terms or information for clarification.

**WHO IS CONDUCTING THIS STUDY?**

This study is being sponsored by the *[name of Industry sponsor/Granting agency]* and is being conducted by *[researchers, and institutions, as applicable]*.

***[Note: If the study is unfunded, the first part of the sentence can be left out.]***

**WHY IS THIS STUDY BEING DONE?**

The main purpose of this study is to *[add brief explanation of the research problem in lay language]*.

**WHICH ANIMALS CAN PARTICIPATE IN THIS STUDY?**

Your animal is eligible to participate in this study if *[add a brief description of the exclusion and inclusion criteria]*. A total of # *[animals, dogs, cats, etc.]* are being recruited to take part in this study.

**WHAT DOES THIS STUDY INVOLVE?**

Participation in this study will take # *[hours, days, weeks, etc.]* and involve # visits to *[*p*lace]*. If you decide to let your animal take part in this study, they will *[describe in detail ALL of the research-related procedures including time commitment per study visit, as applicable].*

**WHAT ARE THE BENEFITS OF PARTICIPATING IN THIS STUDY?**

If you choose to let your animal participate in this study, there *[may or may not]* be direct benefits for them. It is hoped the information gained from this study can be used in the future to benefit other animals with a similar condition. *[add any other potential benefits that participant animals may receive]* A summary of the results of this study will be provided to you. *[mention if results for each individual animal will be provided]*

**WHAT ARE POSSIBLE RISKS AND DISCOMFORTS?**

*[describe any potential risks or discomforts associated with study procedures. If none, say so.]*. There is a small risk of inadvertent release of identifiable information.

**WHAT IF NEW INFORMATION BECOMES AVAILABLE? *[if applicable]***

During the course of this study, new information that may affect your willingness to continue to let your animal participate will be provided to you by the researcher.

**WHAT HAPPENS IF I DECIDE TO WITHDRAW?**

You may withdraw your animal from this study at any time. You do not have to provide a reason and there will be no penalty of any sortIf you choose to let your animal enter the study and then decide to withdraw later, all data collected during the time in the study will be retained for analysis.

**WHAT WILL THE STUDY COST ME?**

Scenario #1: Honorarium not provided

You will not be charged for any research-related procedures. You will not be paid for allowing your animal to participate in this study. All unrelated costs for diagnosis, management and treatment of your animal are your responsibility.

Scenario #2: Expense Honorarium Provided

You will not be charged for any research-related procedures. You will not be paid for allowing your animal to participate in this study. All unrelated costs for diagnosis, management and treatment of your animal are your responsibility. An honorarium of *[$xxx]* will be provided to you as a token of appreciation.

**HOW WILL STUDY INFORMATION BE KEPT CONFIDENTIAL?**

While absolute confidentiality cannot be guaranteed, every effort will be made to ensure that the information collected for this study is kept confidential. No information that discloses your name or that of your animal will be released or published without your specific consent to the disclosure. Study records will use a numeric code instead of names. Research records identifying you may be inspected in the office and presence of the Principal Investigator by representatives of the funding agency and/or the University of Saskatchewan Animal Research Ethics Board for the purpose of monitoring the research.

All study information will be securely stored in [*name specific physical location]* for a period of *[identify length of time; Note: 5-years post-publication is the minimum as per the USask Responsible Conduct of Research Policy, see:* <https://policies.usask.ca/documents/Responsible_Conduct_Research_Policy__Procedures.pdf>.]

The results of this study may be presented in a scientific meeting or published in scientific journals, but your identity and that of your animal will not be revealed.

**WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE STUDY?**

If you have any questions or desire further information about this study before or during participation, you can contact *[Principal Investigator]* at *[email and telephone number]*.

This study has been reviewed and approved on ethical grounds by the University of Saskatchewan University Animal Care Committee (UACC). If you have any concerns about the ethical conduct of this study, please contact the UACC by phone at 306-966-7928 or toll-free from outside Saskatoon, 1-888-966-2975 or by email at uacc.office@usask.ca.



**CONSENT TO PARTICIPATE**

**Study Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* I have read (or someone has read to me) the information in this consent form.
* I understand the purpose and procedures and the possible risks and benefits of the study.
* I was given sufficient time to think about it.
* I had the opportunity to ask questions and have received satisfactory answers.
* I understand that I am free to withdraw my animal(s) from this study at any time for any reason without penalty.
* I understand that by signing this document I do not waive any of my legal rights.
* I have been told I will be given a signed and dated copy of this consent form.
* I am at least 18 years of age and am the legal owner of the animal(s) or authorized to make decisions regardingthe animal(s) on behalf of the owner.

I agree to let my animal(s) participate in this study:

Printed name of owner or owner’s agent: Signature Date

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Printed name of person obtaining consent: Signature Date

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