

TUT AREC TEMPLATE FOR INFORMED CONSENT LETTER

Principle Investigator:
Faculty of XXXX;
Department XXX
Email:
Telephone:

INFORMATION LETTER AND INFORMED CONSENT PROJECT TITLE: XXX

***Note:** Please explain in your TUT AREC application if this consent form will be translated into applicable language and/or explained in a meeting to community members (if applicable).*

Date:

TUT AREC Reference Number:

RESEARCH TEAM

Edit as necessary

Designation	Title, Initials, Surname	Position	Physical Address / Department	Contact Details
Principal Investigator				
Postgraduate Student				
Co-Supervisor				

DEAR POTENTIAL RESEARCH PARTICIPANT,

You are invited to participate in a research study for the purpose of _____ (postgraduate diploma/degree; teaching & learning; private or contracted research; academic staff project). The researcher is adequately trained and experienced in the fields covered by this research project, possessing _____ qualifications.

This information letter provides critical information to help you to decide if you would like to participate in the research study. You should not agree to take part unless you are completely satisfied with all aspects of the study. This study has been submitted to the Tshwane University of Technology's Animal Research Ethics Committee (TUT AREC), with reference number _____. Research shall only begin once final

approval has been granted by the TUT AREC, which is contingent on owner permission.

1. WHAT IS THE STUDY ALL ABOUT?

- Briefly describe the project in simple language, including the objectives/aims of the study.
- What information does the study hope to collect?

2. WHY ARE YOU BEING INVITED TO PARTICIPATE IN THIS RESEARCH STUDY?

- Why is this particular person/company/community/facility being asked to participate?
- How did you obtain the participants' contact details? (Must be disclosed as per POPI Act 4 of 2013)
- What criteria of inclusion/exclusion are being used to decide which animals are being used in the study?

3. WHAT IS REQUIRED FROM YOU AS AN OWNER IN THIS STUDY, AND WHAT PROCEDURES WILL INVOLVE YOUR ANIMALS DURING THE RESEARCH COLLECTION PROCESS?

- Give details (handling methods and expected duration) of all procedures involving animals
- What samples will be required (including postmortem samples)
- Any other relevant information

4. ARE THERE ANY POTENTIAL OR EXPECTED HARMS OR RISKS FOR YOUR ANIMAL(S)?

- Describe all potential or expected inconveniences, discomfort, stress, or any other harm or side effect(s) that may affect the animals.
- Include the likelihood of such an inconvenience, discomfort, stress, harm, or side-effect occurring.
- Detail the expected severity and duration of the above.
- Describe in detail all measures which will be taken to mitigate these risks.
- Describe in detail what measures will be implemented to protect the animals and rectify the situation should such an event take place.
- Give the name and contact details of the responsible person in case of an emergency (listed on the TUT AREC application form, usually the PI).

5. WHAT ARE THE POTENTIAL BENEFITS THAT MAY RESULT FROM THIS STUDY?

- List all potential direct benefits for the owner and/or animals.
- List any broader benefits that may include the community or the economy.
- Describe how this study contributes to scientific knowledge.
- List any publications (research report, dissertation, journal article, and/or

conference proceedings) that are expected to arise from this study.

- On request, the owner will be provided free access to any publication resulting from this study.

6. WILL YOU RECEIVE ANY COMPENSATION OR INCENTIVE FOR PARTICIPATING IN THIS STUDY?

- Specify if the owner will receive compensation in any form (including financial remuneration) for participation.
- Specify the source of any compensation or finances for the owner (TUT will not provide any compensation).

7. WHAT ARE YOUR RIGHTS AS A PARTICIPANT?

- Participation in this study is completely voluntary – there is no obligation to consent to participate in the research.
- **Owners are required to sign an informed consent form (based on this letter) before they or their animals may participate in any research activities.**
- Owners may withdraw consent and participation in the study at any point without providing a reason and without any penalty.
- Owners may request at any point that any samples collected from their animals are no longer used in the study.
- Note: If the project involves the collection and submission of non-identifiable samples, it may not be possible to withdraw participation past a certain point, i.e., once anonymous samples have been collected, they cannot be returned or prevented from being used in the study.
- Owners have the right to insist that their name or any other identifiable attribute is not recorded anywhere, and that no party outside of the researcher, identified members of the research team, and the TUT AREC, will have knowledge of their involvement in this research.

8. CONFIDENTIALITY AND PRIVACY

- Explain what measures will be taken to protect confidentiality.
- How is access gained to the owner's property, and who will have access?
- Explain the extent, if necessary, to which confidentiality will be maintained, i.e., what identifiable information is recorded.
- Will any identifiable information be shared? If so, which information, and with whom?
- Will data be encoded to prevent identification of animals?
- Will encoded data be used for future research or publications?
- Will the owner have any intellectual property rights to this data?

9. LIABILITY, VETERINARY CARE, AND FINANCIAL RESPONSIBILITY

As a prerequisite for the proposal to be approved by the TUT AREC, a veterinarian shall have agreed to have been named the responsible veterinarian to oversee all procedures which involve live animals and to protect animal welfare during this

research project. The principal investigator (PI) responsible for this research project shall arrange with the responsible veterinarian to what extent veterinary treatment can be provided for animals which are harmed during research activities. As far as possible, the PI shall endeavour that animals will finish participation in the study in the same (or improved) condition as when they began their participation in the study; unless it was otherwise specifically stated and agreed to in writing.

The risks and possible harms associated with participating in this study have been clearly outlined above.

By consenting to participate in this study, you agree to indemnify TUT, the TUT AREC, and all TUT staff members and students from financial responsibility for any harms which may occur to your animals and/or to your property during the course of this research project.

TUT, the TUT AREC, and any TUT staff members or students are not responsible for veterinary accounts. The owner is responsible for paying for additional veterinary services as well as implementing prescribed treatments and rehabilitation protocols, if necessary.

If applicable, state if insurance is in place to compensate owners for animal harms or deaths which occur as a result of research activities. Also explain the claims process, if necessary.

10. CONCLUSION

Your co-operation and participation in the study will be greatly appreciated. Please sign the informed consent below if you agree to participate in the study. In such a case, you will receive a copy of the signed informed consent from the researcher.

Should you require any further information or have any concerns about this project or the way in which research is being conducted, you may contact the PI at _____ (email address and/or cell phone number). You may also contact the TUT AREC by emailing AREC@tut.ac.za.

Alternatively, you can report any unethical behaviour at the University's Toll-Free Hotline 0800 212341.

Thank you for taking the time to read this information letter and for participating in the study.

Principal Investigator

Signature

Date

ANIMAL OWNER'S CONSENT TO ANIMAL PARTICIPATION IN RESEARCH STUDY

I _____ (participant name) hereby confirm that I have been adequately informed by the researcher about the nature, procedure, and potential benefits and risks of the study to myself and my animals.

I confirm that I have received a signed copy of the informed consent letter. I have also received, read (or had explained to me), and understood the provided information. I confirm that I have had sufficient opportunity to ask questions, that all my concerns have been appropriately responded to, and that I voluntarily agree to participate in this study. I understand that I am free to withdraw my and my animals' participation from this study at any point, without penalty.

I am aware that the findings of this research study shall be made into a research report and possibly also made public on other platforms, but that confidentiality relating to my and my animals' participation shall be maintained unless otherwise specifically agreed to in writing.

I agree to the collection and storage of the following biological materials / data:

- List all data/biological material samples to be collected
- List collection methods

Research participant's full name: (Please print) _____

Research participant's signature: _____ Date: _____

Principal Investigator's full name: (Please print) _____

Principal Investigator's signature: _____ Date: _____

Witness' full name: (Please print) _____

Witness' signature: _____ Date: _____

[If several participants sign this form, this can also be done in table format (see below)]

Full Name	Date	Signature

DATA PRIVACY NOTICE

Tshwane University of Technology (TUT) is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act No.4 of 2013 (POPIA).

TUT confirms that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. The University may, if necessary disclose your personal information to approved third parties or related agents to carry out its function(s) in accordance with the purpose for which the information is requested.

Such disclosure shall always be subject to a written agreement concluded between the University and such a third party ("the recipient") obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in the POPIA.
