



IMPROVE LIFE.

You are being invited to join a database that will serve as a recruitment tool for human research studies happening in the Department of Human Health & Nutritional Sciences (HHNS) at the University of Guelph. This will involve completing an online survey. This project is being conducted under the supervision of Amy Tucker, Ph.D. (HHNS Professional Staff member) and Amanda Wright, Ph.D. (Associate Professor in HHNS).

If you have any questions or concerns about the project, please contact:

Amy Tucker, Ph.D. (Co-investigator, HHNS Professional Staff member)

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PURPOSE OF THE HHNS PARTICIPANT DATABASE

Many HHNS faculty rely on community members as participants in their human research. However, finding eligible and interested individuals can be challenging. The purpose of this project is to create and manage a database of individuals who might be eligible to participate in future HHNS studies. To be part of this database, you are invited to complete an online survey through Qualtrics. Qualtrics is secure online survey software that the University of Guelph uses, which allows online surveys to be designed, and survey data to be collected and analyzed. To minimize unwanted emails, our goal is to contact you about studies that might be a good fit for you based on your

answers in this survey. The following survey will collect basic information (e.g. year of birth, sex, health history), your email address and study interests, which will be stored in the database. Your name will not be directly connected with your information, but names can sometimes be figured out from an email address. Survey data collection and accessing survey results in the database will all happen within Qualtrics. This helps to ensure security and confidentiality of information.

When an HHNS researcher wishes to recruit individuals using the database, they will contact the database manager. This will generally be Dr. Tucker, but Dr. Wright may assist if necessary. The database manager will review and filter the respondent answers to identify the email addresses of individuals who may be eligible and have interest in participating in a specific study. The database manager will then send an email to these individuals with basic study details and contact information to learn more about the study, where interested individuals are able to contact the study team directly.

To be part of this database, individuals must be over the age of 18, have internet access, and have a valid email address. If you choose to participate, the online survey will take approximately 10-20 minutes to complete, depending on your answers. Each year, participants will be given an opportunity to update their information in the database through an email check-in. Information and/or email addresses can also be updated at any time by emailing participate_hhns@uoguelph.ca with changes, or by completing a new survey entry and emailing participate_hhns@uoguelph.ca to notify the database manager that a new entry has been completed.

POTENTIAL RISKS AND DISCOMFORTS

The questions asked in the survey are personal in nature. The survey will include questions on different topics, including your year of birth, sex, body mass index (BMI), medical history, dietary preferences, substance use, physical activity, and study preferences. Answering these questions could cause discomfort for some individuals. You can skip over and not answer any questions that you are uncomfortable answering.

PAYMENT FOR SURVEY PARTICIPATION

There are no incentives for participating in this survey.

POTENTIAL BENEFITS TO PARTICIPANTS AND/OR TO SOCIETY

There are no direct benefits to participants. If you consent to participate in this survey, you may be contacted in the future about potential research studies in HHNS. This

database will be an additional recruitment resource for studies in the HHNS Department. It can sometimes be challenging to recruit participants for studies, so this database aims to help researchers meet their recruitment goals. Society can benefit from greater evidence-based information and results generated from human research.

CONFIDENTIALITY AND PRIVACY

Every effort will be made to maintain confidentiality of any identifiable information that is collected and stored. The data collected in this survey will be stored within Qualtrics indefinitely. However, you can remove your data from the database at any time. Only the database managers will have access to the database and email account participate_hhns@uoguelph.ca, and will manage the accounts on behalf of the HHNS to maintain confidentiality. When a study is recruiting individuals, the manager will access the database from her encrypted password-protected laptop alone in her office, which remains locked whenever she is absent. The information you provide in the survey will not be shared with anyone or be published, and it will only be used for recruitment and routine quality control purposes.

Because data collection occurs through the Internet, complete confidentiality of the data cannot be guaranteed. With any online survey, there is a risk that others may view your responses if they have access to your computer or if you are using a public computer to fill out the survey. While the risk is low, clearing the browsing history, clearing the cache, clearing the cookies, and closing the browser may help protect your privacy if this is of concern. Instructions for how to do this for specific browsers is found at <https://www.uoguelph.ca/ccs/cache>.

PARTICIPATION AND WITHDRAWAL

You can choose whether to participate in answering the survey questions or not. You may also opt to register your email address with the database and be contacted about every future recruiting HHNS study that uses the database, without answering any personal questions. This option is given near the start of the survey after consent. We estimate that HHNS may run about 12-15 human studies per year. If you agree to participate in the survey, you may withdraw at any time without consequence. You can request to have your data removed from the database at any time by emailing participate_hhns@uoguelph.ca your preference. The managers of the database reserve the right to remove individuals from the database if they feel it is appropriate. You can also opt-out of receiving emails about future studies at any time but keep your data in the database by informing the database manager at participate_hhns@uoguelph.ca.

We intend to store your data in the database indefinitely, because we hope to use the database as a recruitment tool for many years.

You may refuse to answer any questions you don't want to answer by simply skipping ahead in the survey and still remain in the database. Regardless of whether or not you are eligible to participate in future studies, we will keep your data confidential. There is absolutely no obligation to participate in any of the studies you may be contacted about. We will check in by email each year to see if there have been any changes in your information or preferences. If you do not respond otherwise, you are agreeing to ongoing consent for participation in the database.

RIGHTS OF RESEARCH PARTICIPANTS

You are encouraged to keep a copy of this consent form for your records. A copy of the consent form is available at any time on the HHNS webpage: www.uoguelph.ca/hhns/participate. If you choose to participate in future HHNS research, there will be a separate consent form available for each study. You may withdraw your consent at any time and discontinue participation in the database, without penalty. You do not waive any legal rights by agreeing to take part in this database. This database has been reviewed by the Research Ethics Board for compliance with federal guidelines for research involving human participants. If you have questions regarding your rights and welfare as a research participant in this study (REB# 20-07-022), please contact:

Manager, Research Ethics

University of Guelph, Phone: **(519) 824-4120, ext. 56606,**

reb@uoguelph.ca