



UNIVERSITY OF TORONTO SCARBOROUGH

Department of Psychology

Information Letter/Consent Form: The Adult Volunteer Panel (AVP)

General Information

You are invited to join the Department of Psychology's Adult Volunteer Panel (AVP) at the University of Toronto Scarborough (UTSC). The purpose of the AVP is

- To invite adults in the eastern Greater Toronto Area to take part in psychology studies conducted at UTSC.
- To develop a standing list of adults willing to be contacted to take part in these studies from time to time.
- To enable our department's researchers to conduct research based on a broader, more diverse group of adults recruited from the community.

Eligibility Criteria

To be eligible to join the AVP, you must:

1. Be at least 18 years of age (no maximum age).
2. Have an email address and/or a telephone number by which you can be contacted.
3. Have access to a computer or smartphone by which you can be contacted.
4. Be able to read, speak, and understand English at a high school level.
5. Be able to travel independently to and from UTSC research labs.

In addition, you must not be enrolled in either the PSYA01 or PSYA02 courses at UTSC in the current academic year/session.

Joining the AVP

When you join the AVP, you will be asked to create a user profile in our AVP database. By creating and saving this user profile, you acknowledge your consent to our using only the personal information you have chosen to share, for the purposes of determining studies for which you are eligible.

You will need to provide the following *mandatory* information:

- Full name, gender, title, date of birth, email address, telephone number, mailing address

You will also be asked some *optional* pre-screening questions. These help us to determine studies for which you may be eligible. These questions include, but are not limited to:

- Languages spoken, education level, ethnicity, dominant hand, vision, hearing, prior head injury, or mental health condition(s)

Our Department's Research

Our researchers study human behaviour and development in areas such as

- **Behavioural Neuroscience:** how the building blocks of the nervous system (molecules, cells, and networks) produce our thoughts, emotions, and behaviour
- **Clinical Psychology:** how neurological and psychological disorders are assessed and treated
- **Cognitive Neuroscience:** how mental processes enable us to interact with our world to process information and learn
- **Developmental Psychology:** how our experiences impact our learning, behaviour, and growth throughout our entire lifespan
- **Social and Personality Psychology:** how our thoughts, feelings, and behaviour are influenced by our interactions with others and by our own individual traits and typical responses

Risks

Your participation in the AVP is voluntary. The risks involved in signing up for the AVP are no more than you would face in other situations when submitting contact information or other personal information online. It is unlikely that you will find it upsetting to answer our pre-screening questions. However, you may refuse to respond to any question you feel uncomfortable answering. You can withdraw from the AVP or become temporarily inactive at any time.

Benefits

If you become an active research participant, you will be able to observe how researchers study concepts in psychology. As a research participant, it is likely you will

- Learn more about various topics in psychology or neuroscience.
- Feel more involved in civic life by helping us to advance psychological knowledge.

Confidentiality

Your volunteer information is stored confidentially in an encrypted, password-protected database housed here in Canada. Your information is accessed primarily by the AVP Coordinator. If you are found to be eligible for one of our studies, the AVP Coordinator provides *only* your name and contact information to researchers from our department who are running studies approved by the university's Research Ethics Board. This information is provided to researchers for the sole purpose of enabling them to invite you to a study by email or telephone.

You *do not* have to provide us with any information you do not wish to disclose. However, the more details you provide, the easier it is for us to assess your eligibility for our studies. This also helps us to avoid contacting you needlessly for studies for which you do not qualify. It is especially important that you provide us with up-to-date contact information so we can email or telephone you to invite you to studies. When you take part in studies, any individual data you provide to our researchers are never shared in a personally identifying way. Published psychology papers typically report on group-based observations only.

Data Retention and Deletion

Your AVP volunteer record will be retained in our database until you reach a period of four years with no volunteer activity (that is, without having been enrolled in any studies). At that point, you will receive an email asking you to reconfirm your consent to remain in the AVP. If you do not reconfirm, the AVP coordinator will delete your AVP record, to protect your privacy. This does not prevent you from re-enrolling in the AVP at a future date if you wish.

Compensation

You are not paid for joining the AVP. But if a researcher contacts you to invite you to a research study, it is possible that the study might offer a modest payment or reimburse you for travel. This depends on what the study requires and how much compensation its funding allows. The researcher will provide details in a separate Information Letter/Consent Form relating to his/her specific study.

Feedback on Research Activity

The AVP Coordinator will periodically email you updates or newsletters about research occurring in the Department of Psychology. These are to inform you about upcoming studies or to share recently published research findings. You are welcome to update your AVP user profile to opt out of these updates if you wish.

Contact Information

If you have any questions about the Adult Volunteer Panel, such as how to sign up for or withdraw from it, please contact the AVP Coordinator, who manages the day-to-day running of the AVP:

Adult Volunteer Panel Coordinator
Department of Psychology, University of Toronto Scarborough
1265 Military Trail, Scarborough, ON M1C 1A4
Email: psychadultresearch.utsc@utoronto.ca

The following faculty member supervises the AVP Coordinator and leads the AVP Committee:

Dr. Andy Lee
Associate Chair, Research
Department of Psychology, University of Toronto Scarborough
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Email: andylee@utsc.utoronto.ca
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Ethical Research Conduct and Review

This project has been reviewed and approved by the University of Toronto Research Ethics Board. If you feel that you have not been treated according to the terms described in this form, or that your rights as a research participant have been violated during the AVP project, you may contact the University of Toronto Research Ethics Board at ethics.review@utoronto.ca

The Adult Volunteer Panel may be audited for quality assurance purposes to make sure that it follows the required laws and guidelines. In such a situation, (a) representative(s) of the Human Research Ethics Program (HREP) may access AVP data and/or consent materials as part of the review. All information accessed by the HREP will be upheld to the same level of confidentiality maintained by the AVP team.

Consent to Participate

- By checking this box, I confirm that:
I have read and understand the above information.
I have received a copy of this form.
I agree to participate in the AVP.

Signature:
