**Institutional Review Board for the Protection of Human Subjects in Research**

Consent Form Template Instructions

The consent form should be written at no greater than an eighth grade reading level and using lay person language (i.e., no complex scientific or medical terms). Avoid dense paragraphs using long sentences and large words. Use bullets, headings, and white space wherever possible to facilitate understanding.

**researcher and title of study**

* Identify yourself (e.g., My name is BLANK and I am a BLANK at Rivier University, studying BLANK)

**what is the purpose of this study?**

* State the purpose of the research in as few words as necessary and in a manner participants will be able to understand. Usually, this can be accomplished in one sentence, e.g., "*The purpose of this research is....."*
* State the anticipated number of participants who will be involved in the study.
* Where appropriate, state that participants must be at least 18 years old to participate in the study.

**what does your participation in this study involve?**

*Describe the research in a manner that will ensure that participants understand what they are being asked to do. This will probably involve a short paragraph, depending on the complexity of the research, and should include sentences explaining:*

* *Detailed descriptions of procedures to be followed/tasks involved, and*
* *Expected length of time of a participant's involvement.*

**what are the possible risks of participating in this study?**

Describe the risks which participants may reasonably expect from the research. The information should reflect that provided in the narrative. If the study presents only minimal risk, state this (e.g., *“Participation in this study is expected to present minimal risk to you.”* )

**what are the possible benefits of participating in this study?**

Describe the potential benefits that participants may reasonably expect from participating in the research. If there are no direct benefits to participants, state this and explain the benefits of the knowledge to be gained through the study.

**If you choose to participate in this study, will it cost you anything?**

Describe any costs to participants to participate in the study.

**will you receive any compensation for participating in this study?**

State whether compensation will be provided for participating in this study. If compensation will be provided, provide all the relevant details*.*

**do you have to take part in this study?**

Your consent to participate in this research is entirely voluntary. If you refuse to participate, you will not experience any penalty or negative consequences.

**can you withdraw from this study?**

If you consent to participate in this study, you may refuse to answer any question and/or stop your participation in the study at any time without any penalty or negative consequences.

**what alternatives are available if you do not want to participate in this study?**

Include this section (*including title*) only if the study takes place in a classroom setting and extra credit is awarded. Revise as necessary to fit the specifics of the study.

Participation in this study is not part of your required coursework. If you want to earn the extra credit offered for participating in the study but you do not want to participate in the study, the alternative assignment for this study is - *describe the alternative assignment.*

**how will the confidentiality of your records be protected?**

I seek to maintain the confidentiality of all data and records associated with your participation in this research.

If your study involves transmitting data via email or the Web *(e.g., Web-based survey),* include the following sentence*: Further, any communication via the Internet poses minimal risk of a breach of confidentiality.*

If your study involves focus groups, include the following sentence: *While I plan to maintain confidentiality of your responses, other focus group participants may repeat responses outside the focus group setting.*

Explain the specific manner in which the data will be secured *(e.g., stored on a password protected computer, in a locked file cabinet in the researcher’s office),* who will have access to the data *(student applicants must include faculty advisors as accessing data*), how results will be reported *(e.g., anonymous, aggregated),* how results may be used *(e.g., reports, presentations, publications)* and any situations in which the information may be disclosed to third parties *(including sharing deidentified data with other researchers).* If collecting data via audio- and/or video recordings explain the purpose for recordings, how they will be used, how and where they will be stored, who will have access to them, if they will be coded, cross-referenced, destroyed after transcription, and/or any other procedure used to maintain confidentiality*.*

**whom to contact if you have questions about this study**

If you have any questions pertaining to the research you can contact (*insert researcher's name and contact information and/or advisor's name and contact information)* to discuss them.