**INFORMED CONSENT CHECKLIST**

The following checklist is to help researchers design informed consent documents. Note carefully the required elements of informed consent. The document may be in the form of a letter, with key items bulleted, or in the form of a consent document, with an introductory header and all items bulleted. In either form, the document must be written in language understandable by potential subjects, and in a layout/format that facilitates comprehension (i.e., regular font size, sufficient white space).

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| **INFORMED CONSENT CHECKLIST** |
|  | A statement identifying the researcher(s). |
|  | An explanation of the purposes of the research.  |
|  | A statement explaining the approximate number of participants involved in the study. |
|  | The expected duration of subjects’ participation. |
|  | A description of the procedures in which subjects will be involved. |
|  | Identification of any procedures which are experimental.  |
|  | A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to subjects. |
|  | A description of any compensation and any restrictions (e.g., must complete 2 surveys). |
|  | A description of any reasonably foreseeable risks or discomforts to subjects.  |
|  | A description of any benefits subjects or others may reasonably be expected to realize from the study.  |
|  | A description of the potential benefits of the knowledge gained via the study. |
|  | A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise. |
|  | A statement that subjects may refuse to answer any question and/ may discontinue participation at any time without penalty or loss of benefits to which they are otherwise entitled. |
|  | A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained, and any exceptions to confidentiality. |
|  | Statements explaining who will have access to data, how data will be reported (e.g., aggregated, using pseudonyms), and how data will be used (e.g., publications, presentations). |
|  | If study involves audio and/or video recordings, a statement explaining their disposition at the end of the study.  |
|  | A statement that subjects must be at least 18 years of age to participate. If under 18, parental/guardian consent for the subject to engage in research and assent from the actual subject.  |
|  | Anticipated circumstances under which subjects’ participation may be terminated by the investigator without regard to the subjects’ consent. |
|  | Any additional costs to subjects that may result from participation in the research.  |
|  | An explanation of whom to contact in the event of a research-related injury to subjects.  |

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