Suggested Outline of Consent Form

I. Purpose/Benefits

A. What is your relationship to the institution - undergraduate, graduate student, faculty, staff? In what department?

B. Is study being conducted for class project, thesis, dissertation, personal interests, or other reasons?

C. Study will examine what? Results will provide information regarding what and benefiting whom?

II. Procedure

A. What exactly will participants be required to do during the study? Will they be audio or video taped at any time?

B. Are any incentives offered for participation? If so, what are they?

C. Are there any screening/selection/exclusion criteria that would determine whether someone could participate in the project? If so, what are they?

D. Emphasize voluntariness of participation.

III. Time required

A. Are there multiple sessions/meetings with participants, or only one? How much time will each session/meeting take? How much total time will participation require?

IV. Risks

A. Are there any risks associated with the study (hazards, inconveniences, discomforts, stress)? If so, how will they be minimized? If not, risks are no greater than those encountered in daily life.

V. Participant's rights as a subject

A. Will information remain anonymous, confidential, or will participants be identified? How will the researcher maintain confidentiality (include considerations relative to data storage/security and dissemination of results)?

i. If audio or video taping will occur, indicate also the ultimate disposition of the tapes (e.g., destroyed at end of study, retained for some period of time before destruction, retained indefinitely).

B. Are there any limits to confidentiality? Will participants be quoted? If so, will they be quoted without attribution?; with attribution to a pseudonym?; with attribution to their real names?

C. Participants may withdraw from the study at any time or refuse to take part in any activity in which they feel uncomfortable. If there are consequences associated with withdrawal from the study, what are they? If there are circumstances under which the PI may terminate participation without subject consent, what are they?

D. Have the right to have all questions concerning the study answered by the researcher.

E. May request a summary or copy of the results of the study.

F. Will be provided with/should retain a copy of the consent document for their records.

VI. Contact information of researcher and advisor for questions about study

A. Names, phone numbers, and e-mail addresses of researcher (and advisor/instructor) if questions arise about the study itself (procedure, what is required of participants, how much time commitment).

VIII. Signature and date lines (if obtaining written consent)

A. Include a statement of what it means if the participant signs the form (e.g., s/he has read the document, had his/her questions answered and agrees to participate in the study).

B. Places for the participant to sign and date the consent form.