

**AGREEMENT TO PARTICIPATE IN
*DESCRIPTIVE PROJECT TITLE***

STUDY LEADERSHIP. I am asking you [*or* We are asking you *or* You are being asked] to take part [*for parental consent*: let your child take part] in a research project that is led by... --*Include the name, title and affiliation of the CGU Principal Investigator(s), for example:* ...Maria Kim, a professor of economics at Claremont Graduate University. ...James Garcia and Elena Vitalisky, who are professors of psychology at Claremont Graduate University.

--*For any student project, add the name, title, and affiliation of the relevant CGU faculty advisor or faculty collaborator, for example:* ...Ahmed Kassarian, a graduate student at Claremont Graduate University who is being supervised by professor of education Jordan Dkembe. ...Professor Daniela Moore and doctoral student Zhiwei Long from the Center for Information Systems and Technology at Claremont Graduate University”

-- *If applicable:* include the name, title, and affiliation of any non-CGU Principal Investigator(s) or Faculty Advisor

[*If applicable:*] **SPONSORSHIP.** This study is being paid for [*if applicable:* partly] by...

--*Identify all SPONSORING AGENCIES that have provided funding (if any), by name and type of agency if that is not evident from the name, for example:* the National Institutes of Health. ...the US Air Force Research Laboratory.the California Endowment, a private not-for-profit foundation. ... the State of California Department of Education and the California Wellness Foundation. ... Widget, Inc., a manufacturer of medical devices. ...the research division of Microsoft.

PURPOSE. The purpose of this study is to...

--*Summarize here the scientific, scholarly, clinical, and any other objective(s) of the research in clear nontechnical language appropriate to the age and expected literacy levels of the participant pool, for example:* ...find out how people make financial decisions under different kinds of stress. ...learn about the ways that health education influences people’s sexual attitudes and practices. ...compare the opinions of members of different social groups concerning illegal immigrants. ...find out how well a new approach toward math instruction works for different types of middle school students.

ELIGIBILITY. To be in this study, you [*or* your child] must be...

--*State the specific selection criteria, for example:* ...a student in his or her senior year at Southern California College. ...in good health, not pregnant or at risk of pregnancy, and 18 years of age or older ...35-65 years old and a registered voter in Riverside County. ...the parent of a 10th grade student at Lincoln High School. ...a 10th grader at Lincoln High School. ...18 years of age or older, a resident of the United States, and registered on Amazon’s mTurk. ...a supervisor in the Ontario facility of International Advanced Logistics Corp.

PARTICIPATION. During the study, you [*or* your child *or* you and your child] will be asked to...

--*Explain specifically, clearly, and in plain language appropriate to the age and education level of the participant pool, what the participant will be asked to do and how long it will take, for example:* ...complete a questionnaire that will take about 20-30 minutes, asking about your education, work experience, job satisfaction, and family background. ...come to a laboratory in Claremont for about two hours today, during which you will complete a questionnaire about your current health and your problem-solving style as a child and as an adult; participate in a computerized trading game; and let us draw about

two teaspoons of blood from a vein in your arm; then come here again about two weeks from now to repeat most of these activities, which will take about an hour and a half.

*--If applicable: in a survey or interview, one or more **examples of questions** should be included here, especially examples of any highly personal or sensitive questions. **If follow-up contact** is expected, be sure to fully describe the expected future contact and participation.*

*--If there is a structured **alternative** to participation, such as an alternate activity in a classroom setting or a way to gain comparable 'extra credit' with comparable effort, describe the alternative, **for example:** If you would rather not to be in this study, you may instead read a chapter/write a brief report on the subject of ...*

RISKS OF PARTICIPATION. The risks that you [**or** your child **or** you and your child] run by taking part in this study are minimal **or** moderate **or** substantial.

--Please do not vary from this terminology except to simplify for very young children; note that the IRB may ask you to revise the risk level you specify.

The risks include...

--State in everyday language what those risks are, including any likelihood of physical harm or discomfort, psychological distress, unusual inconvenience, and/or disclosure of possibly damaging personally identified data. Say how the researchers will manage or control the risks.]

*--If applicable—if any deception will be employed in conducting the study, include a warning here, **for example:** This description of the study's risk level is accurate, but there is one detail about the study that has to be withheld until after you are finished with the questionnaire. We will explain fully at the end, so please do not skip the final page.*

BENEFITS OF PARTICIPATION. I **or** We **do not** expect the study to benefit you [**or** your child **or** you and your child] personally.

*--If there are potential personal benefits, then remove "do not," and please explain what the benefits are and indicate how probable/improbable they are. **For example:** This study might help you to control your weight. ... This study will provide you information that may help you select a major that is matched to your academic strengths. ... This study will give you new ideas to consider about climate change. **Do NOT count any compensation you are offering as a benefit—compensation is covered separately below. Please do NOT include vague and uncertain subjectivities, such as "you should enjoy the experience," or "you may learn something about yourself."***

This study will benefit the researcher(s) by...

*--Indicate how the researcher expects to personally benefit from the study, **for example:** "...helping me complete my graduate education ...enabling us to publish the results in a scientific journal/at a research conference ...helping Professor Kim to prepare a grant proposal. ...helping me carry out work that has been funded by a research fellowship.*

This study is also intended to benefit...

--Describe any likely benefits beyond the participant and researcher, that is, benefit to a specific social group or institution if there is a reasonable and specific expectation of that-- and/or to advance knowledge in a specific field of scholarship. Describe the possible social and/or scientific benefits using plain language, not jargon. Do not overstate the potential for impact that attaches to your study—the impact of any individual study is generally modest and is not guaranteed. The purpose of this section is to objectively inform, not to "sell" the study.

COMPENSATION. [*If applicable, specify:*] There is no direct compensation to you [**or** your child **or** you and your child] for participating in this study.

[If applicable, specify:] For taking part in this study, you [**or your child or you and your child**] will be paid [**or given**]. . .

--Describe any payment or other compensation, including the specific dollar amount(s), and when it will be provided; also include any conditions associated with reimbursement, such as completing a certain proportion of the study. If using a lottery or other probabilistic reward mechanism, estimate the odds of winning. **For example:** ...a \$10 Starbucks gift card at the end of the survey ...\$25 cash after completing the first session and \$25 cash if you return and complete the second session. ...a \$1.25 credit on Amazon.com after finishing the survey. ...\$25 if you answer at least 75% of the questions ...a minimum of \$50 and a maximum of \$250 per day of participation, depending on the decisions made during the day, for a total of between \$100 and \$500. Most participants will receive between \$200 and \$250. ...a chance to enter a lottery worth \$100, which you will have roughly a 1 in 50 chance of winning.

VOLUNTARY PARTICIPATION. Your participation [**or Your child's participation or Your and your child's participation**] in this study is completely voluntary. You may stop or withdraw from the study at any time [**if applicable, add:** or refuse to answer any particular question for any reason] without it being held against you. Your decision whether or not to participate will have no effect on your current or future connection with anyone at CGU. . .

--**If applicable, add** the names of any persons or organizations for which protection from negative consequences due to participation or nonparticipation is relevant and has been secured-- such as a referring clinician or counselor, a parent, a school or place of employment where participants are recruited, etc. **For example:** ...or at Southern California College. ...and it will have no effect on my grade in this class. ...and it will not be mentioned to your employer/teacher/doctor.

--**If applicable** due to group participation, describe the alternative to participation. **For example:** ...If you choose not to fill out the survey, you may read or study at your desk.

--**for children, if applicable:** explain that parent or guardian has given permission to participate, but child can decide for herself whether she wants to be in the study or not, and no one will be upset or angry of she chooses not to.

CONFIDENTIALITY. Your individual privacy [**or Your child's privacy or You and your child's privacy**] will be protected in all papers, books, talks, posts, or stories resulting from this study. We may share the data we collect with other researchers, but we will not reveal your identity with it. [**If confidentiality/privacy will not be promised, see "If applicable" below**]. In order to protect the confidentiality of your responses, I [**or we**] will. . .

--Describe the **methods** you are using to protect your participants' confidentiality/anonymity, such as securing data files, using random ID codes or pseudonyms, reporting only averages or other group statistics. **Anonymity** means that no identifying information such as email, street address, SSN or other official ID number, or combination such as date of birth plus ZIP code, is being collected, so you will not know and it would be very difficult to infer or discover the identity of the person from whom any specific data were collected. **Confidentiality** means that you will know or can readily learn the participant's identity, but you will not disclose or make it possible for anyone outside of the research team to learn it.

--If participants will be audio- and/or video- recorded, you must explain how the recordings will be used and what will happen to the recordings at the conclusion of the study. In general, audio or video recordings are not anonymous. You may erase such recordings when their research purposes are served (after transcribing, coding, or summarizing them), in order to protect participant privacy when that has been assured. If there is a specific reason to retain these recordings for a longer period, that reason and the period of preservation should be provided.

--**If applicable:** explain when and how participant **names or other identifying information will or may be used** in the final research document—in this case, make it very clear that participation is not anonymous or confidential.

--If applicable: explain when and how you may share the participant's identity with other researchers who may recruit participation in other studies, including future follow-up studies. Explain whether and how one can participate in this study but opt out of identity-sharing for future studies.

FURTHER INFORMATION. If you have any questions or would like additional information about this study, please contact...

--Name the PI or a representative of the research project, with phone number, office mailing address, and email address]

--If applicable: You may also contact my [research collaborator/faculty advisor] at [phone number, office mailing address, email address].

The CGU Institutional Review Board has approved this project. You may contact the CGU Board with any questions or issues at (909) 607-9406 or at irb@cgu.edu. [*If status is EXEMPT, omit these sentences, or replace with: This survey has been certified as exempt from Institutional Review Board coverage. If applicable, you may include information about other Boards in this paragraph.*] A copy of this form will be given to you if you wish to keep it. [*For online or telephone surveys: You may print and keep a copy of this consent form or If you wish, I/we will be happy to send you a copy of this consent form.*]

CONSENT. Your signature below means that you understand the information on this form, that someone has answered any and all questions you may have about this study, and you voluntarily agree to participate in it.

--If applicable: For online consent forms, surveys, or other projects in which the IRB specifically waives the requirement for a participant SIGNATURE, a checkbox or equivalent signal rather than a signature block is appropriate and acceptable.

Signature of Participant _____ Date _____

Printed Name of Participant _____

[*If Applicable:*] The undersigned researcher has reviewed the information in this consent form with the participant and answered any of his or her questions about the study.

Signature of Researcher _____ Date _____

Printed Name of Researcher _____