 [Insert Department]

[CONSENT/PARTICIPANT INFORMATION] Form

[Insert Title of Study]

***Note to investigators:*** *this template encompasses all of the required and some additional elements of informed consent, as required by federal regulations for EXEMPT Studies only. These requirements can be found on the* [*IRB’s website*](https://irb.okstate.edu/consent-process)*. In the header above enter your Department. Please use consent form if you are asking for written consent and use participant information form if you are requesting a Waiver of Documentation of Consent (no signature line).*

*Text that does not apply to your research should be deleted or modified as appropriate. The text is intended to be instructional rather than declarative. Be sure to delete all instructive text, which is in red, italicized font throughout the document, before submitting the informed consent for IRB review. Sections highlighted in dark grey are fillable text fields you are expected to complete.*

### Background Information

You are invited to be in a research study of [Insert a general statement about the study]. We ask that you read this form and ask any questions you may have before agreeing to be in the study. Your participation in this research is voluntary. There is no penalty for refusal to participate, and you are free to withdraw your consent and participation in this project at any time.  *If your study involves an interview or a survey:* You can skip any questions that make you uncomfortable and can stop the interview/survey at any time. *(If applicable)* Your decision whether or not to participate in this study will not affect your *(Example:* *employment; medical care; grades in school, etc.)* [Description].

**This study is being conducted by:** [Name of researcher, department (indicate University affiliation)]

***\*\*****If the Researcher is a Student, add the following:* ,under the direction of [Name of Faculty Adviser, department (indicate University affiliation)].

**Procedures**

**If you agree to be in this study, we would ask you to do the following things:** *Provide a detailed description of what participants will be asked to do, taking care to use easily understandable language and terms. It may be helpful to use pictures, tables, and/or flowcharts to improve participant comprehension of the procedures involved. If the participant will be photographed, audio taped, or video taped, include a description in this section. If your study involves deception, please give as much information as possible without using false statements.*[Procedures]

*If the study involves biospecimens, please use the Biomedical Informed Consent Template instead.*

**Participation in the study involves the following time commitment:** *If the study includes multiple sessions, describe the amount of time that is required for each task, session, experiment and the total time for all sessions.*[Time Required]

**Compensation**

*If participants will receive a small token or chance in a drawing, include that information here. Explain when disbursement will occur and conditions of payment. For example, if monetary benefits will be prorated due to early withdraw. If using a Drawing: Describe the odds of winning the drawing. If using Extra Credit: If participants will receive class points, please note the number of points as a percentage of the grade and include the alternative assignment.* You will receive [Describe Compensation] as compensation for your participation.You will receive payment [Include payment or reimbursement information here.] *If compensation is over $100:* You may need to provide your social security number to receive payment. *If necessary:* To be eligible to receive the compensation, you need to [Describe Prorated Payment].

*OR*

*If no compensation:* You will receive no payment for participating in this study.

*Include if using mTurk:*

MTurk does not allow for prorated compensation. In the event of an incomplete HIT, you must contact the research team and compensation will be determined based on what was completed and at the researchers' discretion.

**PLEASE NOTE: This study contains a number of checks to make sure that participants are finishing the tasks honestly and completely. As long as you read the instructions and complete the tasks, your HIT will be approved. If you fail these checks, your HIT will be rejected.**

**Risks**

All studies should include a statement that states there is a potential risk of breach of confidentiality which is minimized by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confidentiality**

*Use this section to describe how you will keep the participant’s data private and confidential. This should include a brief statement about how you will collect their data, store it, and use it in your study.* *Select the text appropriate for your particular study. Address then delete instructional text once complete. These examples will not cover all situations, please adjust as needed for your study.*

*Anonymous. Reseacher does not know who completed the study:*

The information your give in the study will be anonymous. This means that your name will not be collected or linked to the data in any way. The researchers will not be able to remove your data from the dataset once your participation is complete.

*Anonymous Results But Researchers Can Identify Who Participated:*

The information your give in the study will be stored anonymously. This means that your name will not be collected or linked to the data in any way. Only the researchers will know that you have participated in the study. The researchers will not be able to remove your data from the dataset once your participation is complete.

*Coded Data/Pseudonym linked with identifying information:*

The information that you give in the study will be handled confidentially. Your information will be assigned a code number/pseudonym. The list connecting your name to this code will be kept in a locked file. When the study is completed and the data have been analyzed, this list will be destroyed. Your name will not be used in any report

*Confidentiality cannot be Guaranteed:*

*In some cases it may not be possible to guarantee confidentiality (e.g. an interview of a prominent person, a focus group interview, ethnographic research, oral history projects).*

Because of the nature of the data, I cannot guarantee your data will be confidential and it may be possible that others will know what you have reported. The researchers will make every effort to ensure that information about you remains confidential, but cannot guarantee total confidentiality. Your identity will not be revealed in any publications, presentations, or reports resulting from this research study. *If applicable:* However, it may be possible for someone to recognize your particular story/situation/response. *If your research is in a group setting:* While we will ask all group members to keep the information they hear in this group confidential, we cannot guarantee that everyone will do so.

We will collect your information through *(Examples: interviews, audio recordings, online surveys, paper surveys, e-mail, etc.)* [Data Collection Method]. This [information/data] will be stored *(Examples: a locked drawer in a restricted-access office, on an encrypted flash drive/external hard drive, in a restricted access folder on Dropbox.com, an encrypted, cloud-based storage system, etc.)* [Data Storage]. *If the data has identifiers that will be separated and destroyed, state the timeframe for doing so:* When the study is completed and the data have been analyzed, the code list linking names to study numbers will be destroyed. This is expected to occur no later than [State Time Frame]. *If the data has audio/visual recording, please state the timeframe for destruction of the recording and what, if anything, will be kept:* The audio/video recording will be transcribed. The recording will be deleted after the transcription is complete and verified. This process should take approximately [State Time Frame]. *OR* The audio/video recording will be kept as part of the study records *(example: indefinitely until no longer useful, for five years, etc.)* [State Time Frame].

*Include the following text if using an online survey or data collection tool. Delete if not:*

The research team works to ensure confidentiality to the degree permitted by technology. It is possible, although unlikely, that unauthorized individuals could gain access to your responses because you are responding online. However, your participation in this online survey involves risks similar to a person’s everyday use of the internet. If you have concerns, you should consult the survey provider privacy policy at [insert link to online privacy policy].

*Include if using mTurk:*

Your Mechanical Turk Worker ID will be used to distribute payment to you but will not be stored with the research data we collect from you. Please be aware that your MTurk Worker ID can potentially be linked to information about you on your Amazon public profile page, depending on the settings you have for your Amazon profile. We will not be accessing any personally identifying information about you that you may have put on your Amazon public profile page.

**Contacts and Questions**

The Institutional Review Board (IRB) for the protection of human research participants at Oklahoma State University has reviewed and approved this study. If you have questions about the research study itself, please contact the Principal Investigator at [Phone number], [E-mail address]. If you have questions about your rights as a research volunteer or would simply like to speak with someone other than the research team about concerns regarding this study, please contact the IRB at (405) 744-3377 or [irb@okstate.edu](mailto:irb@okstate.edu). All reports or correspondence will be kept confidential.

**Statement of Consent**

I have read the above information. I have had the opportunity to ask questions and have my questions answered. I consent to participate in the study.

*Include the following if applicable. Add statements as needed.*

Indicate Yes or No:

I give consent to be audiotaped during this study.

\_\_\_Yes \_\_\_No

I give consent to be videotaped during this study:

\_\_\_Yes \_\_\_No

I give consent for my identity to be revealed in written materials resulting from this study:

\_\_\_Yes \_\_\_No

I give consent for my data to be used in future research studies:

\_\_\_Yes \_\_\_No

I give consent to be contacted for follow-up in this study or future similar studies:

\_\_\_Yes \_\_\_No

*Use the following for Written Informed Consent:*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature of Investigator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

*OR*

*If you have applied for a Waiver of Documentation of Consent (No Signature Line) Use the following instead:*

**If you agree to participate in this research, please** [Description]. *(Describe what the participant must do to indicate agreement to participate. Example: “complete the attached survey”, or “click I Agree to continue”).*