**ASSENT FORM**

**Title of Research**:

[Insert title]

**Institution:** Shawnee State University

[Insert any additional institutions]

**Department:**

[Insert department, e.g., Social Science]

**Researchers’ Names and Contact Information**:

[Insert names and emails of investigators]

**What is Assent?** You are being asked to join a research study. This form explains what the study is about. It also explains what you will do, plus risks and benefits.

Before you join the study, you should understand why the study is being done, what you will be asked to do, plus the risks and benefits.

After reading this form, and getting your questions answered, you can sign this form if you want to join the study. This process is called "assent." You will be asked to sign either physically or digitally.

•If signing in-person, then you will get a second copy to keep.

•If signing online, then please take screenshots for your records

**Purpose of the Study:**

[Recommended that you explain the broad purpose of the research here. Use SIMPLE terms. Do NOT use jargon. Participants must be able to understand what you write. Make it easy for them.

EXAMPLES:

1. “In this study, we want to learn about how people think when they talk to other people.

2. “We are trying to find out how different sounds affect how well people can focus and pay attention.”]

**Who Can Participate:**

[Insert any inclusion/exclusion criteria here. That is, in simple language, explain who can join the study.

Do NOT include vulnerable populations unless you are seeking IRB approval for their inclusion in the study. If you ARE recruiting participants from vulnerable populations, then you must obtain *explicit* IRB approval.

Also, on a side note, given that this is an *assent* document, you will also need to gain informed consent from participants’ *legal guardian* (see our document for consenting on behalf of another)]

**What You Will Do:**

[I recommend inserting a brief, step-by-step description of WHAT the research participant will be doing/experiencing.

EXAMPLES:

1. “In this study, you will start by watching a video. You will be given one of a few different videos about people talking to each other. After watching, you’ll answer some questions about what you thought of the video.”
2. “In this study, you will start by answering some questions about yourself. After that, we’ll have you do some tasks. These tasks test how well you can pay attention. During the tests, we will we play different sounds in the background.”

**Time Needed:**

**[**Insert your best estimate for how much time participants must invest to complete the study. Clearly state how long the study will take. Describe duration *both* in individual sessions, and in overall participation, especially if there are multiple sessions.

EXAMPLE “The study will take about [insert time] to complete, including [describe individual sessions if applicable].”

**Risks and/or Discomforts:**

[Insert risks of the study such as loss of confidentiality, injury from performing exercise, psychological distress, harm to reputation, etc. Even if there are no *physical* risks, ensure you address emotional discomforts (like discomfort with certain survey questions). Also, provide contacts for psychological support, if necessary.

EXAMPLE: If NO RISK, then you could state: “"We don’t expect anything bad or uncomfortable to happen in this study."]

**Benefits**:

[Insert benefits of participation such as financial rewards, entry in a raffle, extra credit (must also provide an alternative extra credit option to avoid coercion of students), etc.

Even if participants are not, for example, paid, you could still state other benefits.

EXAMPLE: “You might feel good about helping the researchers. You might also learn something new about how people do research.”]

**Your Rights:**

* **Being in the Study is Your Choice:** You can choose to NOT participate in this study. And you can choose to QUIT this study at any time.
	+ Choosing to NOT participate, at any point, will NOT result in penalties. Also, choosing to NOT participate, at any point, will NOT cause you to lose any benefits that you are otherwise entitled to.
	+ You can decline to participate. You can leave the study at any time. Participation is voluntary.
* **Keeping Your Information Safe and Private:** We might write about what we learn from this study or share it with others. The information we collect might also be used in future studies. But your name, or anything that shows who you are, won’t be included. We will keep your identity, and the information you share, a secret.
	+ This helps make sure that no one will know that your data came from you.
	+ Your identity will stay secret, unless the law says we have to share it.

[Insert any other plans you might have for *future data use*.

Secondly, explain your method of *PROTECTING privacy and confidentiality*. You should take this very seriously. If there are risks associated with privacy and confidentiality, then these should also be addressed in the section on risks and discomforts.

If you are doing online research, then do NOT overpromise privacy and confidentiality, unless you have something like HIPPA-compliant survey software. Also, please explain data storage and, if applicable, data destruction.

EXAMPLE

 "We have a plan to keep your participation a secret. We won’t use your name, or anything that could show who you are, in what we write about this study. We will give your information a secret code instead of using your name. Only the main person running the study will know what your code is.

We will keep everything safe by storing forms, and data, on computers with passwords, and in locked cabinets. This helps make sure that no one else can see any of your materials.

Some follow-up questions are asked online. We will do our best to keep your information safe, but using the internet has similar risks as when you use it normally.

Three years after the study is finished, we will delete and throw away, any information that could show who you are. This includes the forms you filled out and the secret code. This helps make sure that no one will know it was you."

* **Contact Information to Answer Your Questions and to Help Protect Your Rights:** If you have questions or concerns about *your rights,* or other issues, then please contact the Associate Provost, Institutional Review Board, Shawnee State University (740) 351-3017.
* If you have any questions about the study itself, then please contact a, previously listed, researcher.

**By Signing Below, You Are Agreeing That:**

You have read this form (or it has been read to you) and your questions have been answered.

•You understand the possible risks.

•Your participation is voluntary.

•You know that you can ask the researchers questions about the study at any time.

•You know that you can ask the Associate Provost questions about your rights at any time.

•You know that you can choose to NOT join the study without penalty. Also, you will not lose any benefits that you are otherwise entitled to.

•You know you can STOP participating at any time without penalty. Also, you will not lose any benefits that you are otherwise entitled to.

[Insert signature spaces:

 I. For In-Person *Assent*: Insert lines for signature, printed name, and date.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For *Online*-Assent, please insert something like the following:

“Your choice below will be a form of “digital signature.” Please choose to “sign” or choose to *not* “sign” by clicking on your selection.

1. I AGREE to participate in this research
2. I do NOT agree to participate in this research”]