**INFORMED CONSENT**

**Title of Research**:

[Insert title]

**Institutional Affiliation:** Shawnee State University

[Insert any additional institutions]

**Department:**

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

**Principal Investigators’ Name and Contact**:

[Insert names and emails of investigators]

**What is Informed Consent?** You are being asked to participate in research. For you to be able to decide if you want to participate in this project, you should understand what the project is about, as well as the risks and benefits. This process is known as informed consent.

This form describes the purpose, procedures, possible benefits, and risks. It also explains how your personal information will be used and protected.

Once you have read this form, and your questions about the study are answered, you will be asked to sign it. You will be asked to sign either physically or digitally. That signature will allow your participation in this study.

* If you are completing this IN-PERSON, then you should receive a second COPY of this document to take with you.
* If you are completing this ONLINE, then we recommend that you screenshot this document for your records.

**Purpose of 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.

EXAMPLES:

1. “In this study, we are trying to understand how people think about social interactions.”

2. “The purpose of this research project is to examine how different auditory environments influence attention. In other words, we want to learn how different sounds influence how people perform on attention tests.”]

**Who Can Participate? Participant Inclusion and Population to be Studied:** Participants must be 18 years of age or older. If you are under the age of 18, then do NOT participate in this study. Participants must be able to provide informed consent.

[Insert any other inclusion/exclusion criteria here.

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.

If you are seeking participants UNDER the age of 18, then this form is *not* for you.

If you want to recruit participants under 18, then you will need to gain their *assent* (see assent form). Plus, you will also need to gain *consent from their legal guardian* (see document for consenting on behalf of another)]

**What You Will Do. Procedure of Study:**

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

EXAMPLES:

1. “In this study, you start by watching a video. You will be randomly assigned to watch one version of a video depicting social interactions. After the video, you will answer questions. The questions will survey you about your responses to the video.”

2. “You will be asked to respond to survey questions about yourself. After the survey, we will ask you to complete tests of attention. During the tests of attention, we will be playing different sounds. We will play those sounds as you complete the tasks.”

**Time Needed. Estimated Study Duration:**

**[**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 approximately [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: “No meaningful risks are anticipated, and no meaningful discomforts are anticipated.”]

**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 may experience a feeling of satisfaction from helping the researchers. Also, you might learn something about how research is conducted.”]

**Your Rights:**

* **Being in the Study is Your Choice. Right to Refuse Participation, and to Withdraw Consent at Any Time:** Participants may choose to NOT participate, or to withdraw from the study at any time. There is no penalty.
  + Also, if you decline to participate, and/or withdraw, then you will *NOT* lose any benefits to which you are otherwise entitled. Participation is voluntary.
* **We Keep Your Information Safe and Private. Privacy, Confidentiality and Records:** Results of the study may be written about in a publication and/or presented. However, no names or identifying information will be included. Anonymized data could also be used for future studies or secondary analysis.
  + Participant identity will remain confidential unless disclosure is required by law.

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

Secondly, explain your method of *PROTECTING privacy and confidentiality*. Take protecting privacy and confidentiality 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: “No identifying information will be used in any publications or presentations of research results. Your data will *only* be connected to your consent forms through coded identifiers. Only the principal investigator will have access to the password-protected file that links codes to identity.

All physical consent forms, and raw data, will be securely stored. Raw data will be kept on password-protected devices, and locked in secure filing cabinets. These precautions are designed to protect your confidentiality and ensure data security.

Some follow-up surveys will be conducted online. While we take steps to protect your confidentiality, please understand that online privacy risks are similar to those of standard internet use.

Additionally, mandatory reporting laws may require us to report any instances of abuse, harm, or illegal activity that are disclosed during the study.

After the study is completed, any data that could compromise your privacy, such as the consent forms and the code key, will be securely destroyed [insert time period, e.g., three years after the study ends]. This helps ensure that your personal information will not be accessible after the study concludes.

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

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

* You have read this consent form (or it has been read to you), and have been given the opportunity to ask questions and have them answered
* You have been informed of potential risks, and they have been explained to your satisfaction.
* You are 18 years of age or older
* You understand that participants can ask questions, or report concerns, anytime throughout the research process.
* Your participation in this research is completely voluntary
* You know that you may direct additional questions regarding study specifics to a listed investigator.
* You are aware that you may leave the study at *any* time. If you decide to stop participating, then there will be *no* penalty to you. Additionally, you will *not* lose any benefits to which you are otherwise entitled.

[Insert signature spaces:

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

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

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

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

“Your selection below will function as 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”]