**CONSENT FORM**

This template should be used when obtaining consent from adults to take part in non-interventional research—research involving various types of interactional or observational methodologies, such as observations, interviews, focus groups, surveys, quality of life, or interactional research.

**TITLE OF STUDY:**

**PRICIPAL INVESTIGATOR:**

**STUDY PURPOSE/SUMMARY:**

Include a brief overview of the study on a level of understanding for the person who will be signing the form. Remember that the general population might not understand what you consider basic terminology. A general rule is to keep the wording at no more than an 8th grade reading level.

**PROCEDURES**

Explain how data will be collected **(in-person interviews, by telephone, via web, participant** observation), how often the researcher will meet with respondents, where data will be collected (physical location), length of time for each data collection point; list general areas that will be addressed. Be sure to be explicit about any areas to be addressed that might be especially sensitive or potentially distressing to participants. If any of your questions might affect participants’ employability or student status, be explicit about that here.

**CONFIDENTIALITY**

***A) In general, we discourage collecting names unless you have a longitudinal design or other important reason for doing so. Data should be anonymous, if possible. If your data will be anonymous, explain that carefully here.***

***B) If you do need to collect names or other identifiers, be very explicit here about how confidentiality will******be maintained*** (for example, code numbers instead of names; if there is a key linking data with particular individuals, the codes (key) should be destroyed when data analysis is completed). [*Explain who will have access to participants’ identity and access to the data.]*

***C) Even if your data will be anonymous, explain that you will not reveal responses that could be linked to specific individuals, especially if you are doing research on employees or students.***

Whenever possible, researchers should collect data in a way ensuring that the information cannot be linked back to an individual. If data needs to be linked, researchers need to code the data so that it is not immediately identifiable. In such cases, the researchers typically limit access to the key of the coding system and take steps to secure the data, separately from the data key, through physical means (e.g., locked cabinets) or electronic means (e.g., password protection). The researchers also will often destroy the key once it is no longer needed as an added protection.

***D)*** *Explain* ***storage of data during data collecting and analysis phases****.* For example, primary data (field notes, interviews, audiotapes, photos, videos, surveys, interview data ) can be stored on a password protected laptop while data is being collected, but then should be placed on the H Drive as soon as possible and kept there for analysis- we discourage the use of thumb drives for storage. How will samples/data be coded? How long data will be maintained?

***E)******For web surveys****: Use Qualtrics (hosted at the College) or the version of Survey Monkey that provides SSL encryption. Google docs or Google Drive is not secure and should not be used.*

Web based surveys for research involving no more than minimal risk (Exempt) or minimal risk (Expedited) have two options for receiving consent. They may place the consent language in an email containing a link to the survey or place the consent language on the first page of the survey. In addition to the consent language, they should indicate that proceeding to the first page of the survey represents consent to participate in the research.

Web based surveys for research involving more than minimal risk (Full Board Review) are required to receive active consent on the first page of the survey before proceeding to the survey itself. This should take the form of asking the potential participant if he/she understands the content of the consent language and agrees to participate in the study. The potential participant should not be permitted to proceed to the survey questions without actively selecting “Yes.”

***F)*** *Explain that “*all data will be destroyed at the end of the study with all identifiers removed*” (keys with names attached are destroyed).*

**POTENTIAL BENEFITS**

Usually there are no direct benefits for participating, and you need to make that explicit. You might say, “There are no direct benefits to you for participating in this research. However, you may find it interesting to talk about the issues addressed in the research and it may be beneficial to the field and to future clients or individuals who have experienced similar concerns.”

**POTENTIAL RISKS AND DISCOMFORTS**

Inthis section include any potential risk or discomforts, and how those risks will be addressed if they arise (call 911, refer to mental health clinic, etc.). If you believe there are no risks involved, since there is never a guarantee, state that there are “no known risks”.

**COMPENSATION**

*If participants will receive monetary payment, course credit, or any other form of compensation for study participation, this should be clarified in a “Compensation” section of the Informed Consent document. If there is no compensation to the participant, this should also be clarified. Example language below:*

I will be paid $XX US for my participation.

I will receive XX research credits to be applied to an eligible class for my participation.     

I will not be compensated in any way.

**VOLUNTARY PARTICIPATION**

This means that all potential respondents are free to choose whether to participate in the study or not; not to answer any questions they do not wish to answer; and withdraw their participation at any time without penalty.

You should say:“Your participation is completely voluntary. You can withdraw from the study at any time. You do not have to answer any questions that you do not want to answer. If you choose not to participate, there will be no penalty or loss of any benefits for not participating**.”**If the participants are students, then say“it will in no way effect your grade in the class.”

**WHO TO CONTACT WITH QUESTIONS?**

Here you need to address who to contact if there are questions about the research (the principal investigator and his/her supervisor of the research, if a student); if there are questions about the respondent’s rights as a research participant, UB’s IRB contact information **must** be included.

“If you should have any questions about the research, please feel free to call or email the Principal Investigator, \_\_\_\_\_\_\_\_\_\_\_\_\_, or Faculty Sponsor, \_\_\_\_\_\_\_\_\_.”(Put your own name here, with contact information, then the name of the person who will be supervising you, with his/her respective contact information).

“If you have questions regarding your rights as a research subject, or if problems arise which you do not feel you can discuss with the Investigator, please contact the UB Institutional Review Board at: [irb@ubalt.edu](mailto:irb@ubalt.edu) 410-837-4057”

**SUMMARY**

I understand the information that was presented and that:

I am 18 and older and my participation is voluntary.

Refusal to participate will involve no penalty or loss of benefits to which I am otherwise entitled.

I may discontinue participation at any time without penalty or loss of benefits.

I hereby give my consent to be the subject of the research.

*If applicable*, I give permission to audiotape or videotaping my interview. Yes\_\_ No\_\_\_

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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