OAKLAND CITY UNIVERSITY
INSTITUTIONAL REVIEW BOARD

# INSTITUTIONAL REVIEW BOARD

## Consent Form for Research Participation

## Form Instruction Guide and Checklist

The Consent Form for Research Participation is a Microsoft Word document that allows information to be typed directly into the form or copied and pasted from another document. Information submitted for each section of the form should follow any format requirements specified and should be thorough and complete. No section of the form should be altered or deleted.

The Consent Form for Research Participation should be used as the template for research participation consent when utilizing an electronic survey. Information on how to secure a waiver of informed consent from research participants completing electronic surveys is included in the guide and checklist for the New Research Project Request form.

### ☐ ABOUT THIS RESEARCH

- Insert the study/project title
- Identify the principle investigator (For student research projects, delete this line.)
- Identify the student researcher (For OCU faculty/staff research projects, delete this line.)
- Insert the OCU IRB study number. This number is provided to faculty, staff, and student researchers by the Office of Assessment and Institutional Effectiveness when the certificate of IRB training sent to the student by electronic mail.
- Insert the appropriate information into the introductory paragraph.

### ☐ TAKING PART IN THIS STUDY IS VOLUNTARY

Insert the introductory paragraph as presented in the template.

Include the following statement if applicable to the research project: Any significant new findings developed during the course of the research that may relate to your willingness to continue participating will be shared.

### ☐ WHY IS THIS STUDEY BEING DONE

Enter the following information:

- Explain the purpose of the research study.
- Explain how the child was identified or selected to participate in the research study.
- Identify the researcher's affiliation at Oakland City University

### ☐ HOW MANY PARTIICPANTS WILL TAKE PART?

Enter the number of participants the researcher anticipates will participate in the study.

## ☐ WHAT WILL I DO IF I PARTICIPATE IN THIS STUDY?

Explain what the participant will be asked to do, including activities/tests (e.g., number of visits, documents that will need to be completed, group functions participant will need to attend, etc.].

- Provide a clear, concise and complete description of what subjects will do or experience.
- Describe activities in chronological order to the extent possible.
- If there are many procedures, use a table, lists, or subheadings to organize this information.
- How much time will each activity/visit last?

Insert expected length of time--include the total time commitment, the number of visits/sessions involved, and the length of each visit/session.

Identify where the study will be conducted.

## ☐ WHAT ARE THE POSSIBLE RISKS OR DISCOMFORTS ASSOCIATED WITH PARTICIPATING?

Explain any foreseeable risks and/or discomforts to subjects here regarding each of the activities completed in the study. Keep in mind that risks are not always immediate -- anger, emotional upset, or stress may appear later.

## ☐ WHAT ARE THE POTENTIAL BENEFITS OF PARTICIPATING IN THE STUDY?

Briefly discuss the potential benefits of participating in the study. Three sample statements are provided, but the researcher can develop their own statement.

## ☐ HOW WILL MY INFORMATION BE PROTECTED?

Provide information on how the information provided by all research participants will be protected. Sample information is included in the permission form template

## ☐ WHO WILL PAY FOR MY TREATMENT IF I AM INJURED?

This section will be completed by the researcher only if the research involves more than minimal risks to the research participants. Otherwise, delete this section.

## ☐ THE USE OF INFORMATION IN FUTURE STUDIES

The researcher should adjust the data sharing language included in this section as needed to fit your study.

## ☐ FINANCIAL INFORMATION

If a researcher has a financial interest in this study, insert the following statement – “One or more individuals involved in this study may benefit financially from this study. The Institutional Review Board (an ethics committee that helps protect people involved in research) (“IRB”) has reviewed the possibility of financial benefit. The IRB believes that the possible financial benefit is not likely to affect your safety and/or the scientific integrity of the study. If you would like more information, please ask the researchers or study staff.” If no one does, please delete the entire section.

## ☐ WHAT ARE MY RIGHTS AS A RESEARCH PARTICIPANT?

Insert the first paragraph presented in the permission form template.

Insert the second paragraph presented in the permission form template or an alternative statement indicating that any information collected from the participant will not be used if the participant decides to withdraw before finishing the study

## ☐ DOES THE RESEARCHER HAVE A FINANCIAL INTEREST IN THE STUDY?

If an investigator/researcher has a financial interest in this research, insert the statement included on the form template. If not, delete the entire section.

## ☐ WHAT IF I AM AN OCU STUDENT OR EMPLOYEE?

Insert the paragraph provided in the permission form template if the research participants are OCU students or employees. If no student participant is an OCU student or employee, this section can be deleted from the template.

## ☐ WHO SHOULD I CONTACT IF I HAVE QUESTIONS ABOUT THIS STUDY?

Insert contact information for the principal investigator or the student researcher, including their contact information, including name, telephone number, and email address.

## ☐ CONSENT

Insert the following statement from the form template: I have read this form and the research study has been explained to me. I have been given the opportunity to ask questions and my questions have been answered. If I have additional questions, I have been told whom to contact. I agree to participate in the research study described above and will receive a copy of this consent form.

Insert the appropriate signature lines based as provided on the form template.

## ☐ OPTIONAL STUDY ELEMENTS

Include optional information if other explicit consents for optional elements of the research procedures, such as audiotaping, videotaping, storing photographs for future use, or using the subjects' actual name in research publications are being made.

Fully complete the following to align with the optional student elements being used during the research:

Initial one of the following to indicate your choice:

_____ (initial) I agree to…

_____ (initial) I do not agree to…

Examples of optional study elements are provided that include Consent to Quote from an Interview and Consent to Audio-Record Interview.

Note: Template areas presented in the **red** font can be deleted upon the completion of the form.