Keep all non-bracketed text as is while addressing the issues in brackets as appropriate to your study, then delete all brackets. Address every area in brackets on the form. Bolded sections should remain bold.

Adapt the form so participants will understand it, but do not leave out any sections.

This consent form is designed using the assumption that participant names will not appear anywhere on the consent form (because the IRB has waived the signature requirement) and that if you need participant names you will collect them in another way.

Be prepared to give each participant a copy of the consent form if they want it.

Once you have addressed all brackets, delete the title line above and this highlighted section. The first line to appear should be “[Project title] Consent Form” with the correct project title in place.

**[Project title] Consent Form**

[Researcher’s name]

Supervisor: [Supervisor’s name if applicable (e.g., thesis advisor); if not, leave this line out]

Colorado College Department of [fill in department name]

Department Phone Number: [fill in phone number of department staff assistant, including international calling code if research is taking place outside the U.S.]

[Your email address]

Research supported by [include name of any funding source here; do not use if project is not funded]

Key information about this research study

The following is a short summary of this study to help you decide whether to be a part of the study. Additional information is provided later in the form.

You are invited to take part in a research study about [state your topic clearly here]. [Provide a brief description of the study’s purpose.] [Briefly describe what participants will do, including all activities or tasks.] [Include the approximate amount of time it will take participants to complete all tasks or components of the study. Do not underestimate the amount of time in order to convince people to participate.]

[Include any possible benefits to the participant. These might include incentives such as compensation or entry in a drawing for a prize if relevant. If there are no benefits to participants, list benefits to other people, to your field of knowledge, or to society more broadly. Do *not* list benefits to yourself such as thesis completion.]

[List any known emotional, physical or other risks in the plainest possible language. If there are any specific conditions or situations that would cause someone to be at risk of any kind of harm as a result of participating in the study, specify those conditions or situations here so a potential participant can choose not to participate at this point. If there are no anticipated risks of harm, use the following text: “We do not expect you to experience any kind of harm or discomfort if you participate in this study, beyond what you would experience in everyday life.” Do *not* include the quotation marks if you use this sentence.]

Taking part in this study is completely voluntary. You should only decide to take part in the study because you want to do so. If you choose to be in the study you can withdraw at any time without consequences of any kind. [Indicate that participants can choose to skip any question, participate in only some tasks, etc. as appropriate to the study.] Participating in this study does not mean that you are giving up any of your legal rights.

The person in charge of this study is [include your name here]. You can contact [name] at [email address] or [department staff assistant phone number; include international calling code if your research is taking place outside of the US.]

If you have any questions about whether you have been treated in an illegal or unethical way, contact the Colorado College Institutional Research Board chair, Dr. Amanda Udis-Kessler at 719-227-8177 or audiskessler@coloradocollege.edu. [Add international calling code to this phone number if your research is taking place outside the U.S.]

Additional information

[Explain how you will keep the participant’s identity confidential and their information private to the extent that it this is possible. Describe how this will be done: will data be kept in a locked drawer? Kept on a personal computer? Will recordings be destroyed after transcription? Will data be de-identified and assigned a number or a pseudonym? Use the following sentence, without quotation marks: “Any report of this research that is made available to the public will not include your name or any other individual information by which you could be identified unless you have specifically given permission to be identified publicly.” If you wish to use people’s real names or identifying information in your report, you will need to receive permission for such use. Also, if you are unable to guarantee confidentiality for any reason, say that here, as some people might not wish to participate in this circumstance.]

[In a separate paragraph, if relevant, explain that the small number of participants in the study might make it more likely that the participant could be identified. If this is the case, indicate how many participants you expect to have in the study.]

[Indicate whether you will keep the information to use for future research or for other purposes, or whether you will destroy the information. If you plan to keep the information, indicate that any identifying information will be securely stored separately from other research information. If you plan to destroy the information, indicate that both identifying information and other research information will be destroyed.]

[In a separate paragraph, indicate whether you will share the participant’s research information with other researchers or not. If you think you might want to share the participant’s research information with other researchers later, include the following sentence: “I [or “We] may share your research information with other researchers without asking for your consent again, but it will not contain information that could directly identify you.”

[If relevant, indicate the likelihood of psychological or any other form of harm that could reasonably be expected to result from participating. Indicate any steps that you are taking to minimize the risk of harm. Indicate that the participant should contact you as soon as possible if they experience an injury or any other problems as a result of participating in the study. Indicate any support that you or co-researchers can provide in such a situation (medical, financial, etc.).]

[In a separate paragraph, if relevant, provide contact information for anyone who can provide help or treatment in the case of a study-related injury or other problem. If your resources include people who work at Colorado College, Provide their name, their office, their phone number and their email address.]

I have read the above information. Completing this survey indicates that I am 18 years of age or older and indicates my consent to participate in this research project. I understand that I will receive a copy of this form to keep for my records.