**Informed Consent Form Checklist (p. 1) and Template (p. 2)**

Your informed consent document must include the following information. Use this checklist to ensure that the required information is present before committee review. Additional sample informed consent forms can be found on the Wartburg College IRB website (<https://info.wartburg.edu/Academics/Undergraduate-Research/Human-Subjects>)

**\*\*Include the informed consent document in your IRB protocol form.**

[ ] Purpose of the study

[ ] How the findings will be used (including intention to use data in future research, if applicable)

[ ] The voluntary nature of participation in the study including the time commitment to complete the study

[ ] Specific procedure for discontinuing the study, if participants wish to withdraw

[ ] How anonymity (if possible) and confidentiality of data will be maintained (include information about data storage, and whether aggregate data or individual data will be presented)

[ ] Any potential risks that may be involved (provide resources that participants can use, relevant to the risk involved: counseling center, health center, etc.)

[ ] Contact information for researchers (and their faculty supervisor, if applicable) Contact information for the IRB (chairperson: irb@wartburg.edu)

# PROJECT TITLE

# Informed Consent Form

**Purpose of the Study:**

Include your name, discipline, and institutional affiliation. Students, include the name of your research advisor. If the research is being conducted as part of a class project, include the course number and name. The description of the purpose of your study does not need to be exhaustive. For example, you do not need to include your research hypotheses in the description of the purpose.

**What will be done:**

Include a step-by-step description of what the participant will do. Include the amount of time that you anticipate the study will require. Put your description in second person (e.g., you will complete a 25-question survey about your opinions about friendship).

**Benefits of this Study:**

List any potential benefits of the study for the participant, including the opportunity to contribute to knowledge about the subject matter, earn credit or extra credit for a course, receive monetary compensation, be entered for a chance to win a prize in a drawing, etc.

**Risks or discomforts**:

List any physical or psychological discomforts or risks that a participant might experience. *Minimal risk* means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. Even if you do not anticipate that participants will experience risk or discomfort, inform the participant that if s/he feels uncomfortable, s/he may withdraw from the study without penalty.

**Anonymity and Confidentiality:**

Address anonymity and confidentiality of participation and data.

*Anonymity of participation* can be guaranteed ONLY if no one (including researchers) will know who participated in the study. Anonymity is usually possible only in mail or online surveys that do not include data that could be used to identify individual participants. If participants sign a consent form or register their names for credit/extra credit or for compensation of some kind, participation is not anonymous.

*Confidentiality of participation* can be guaranteed if the fact that the individual participated in the study remains private (only known to the researchers). Note that researchers conducting studies that take place in a group setting (in which other participants or focus group members are present) cannot ensure confidentiality of participation.

*Anonymity of* *data* can be guaranteed if you can ensure that the data are in no way connected to the participant. (If anonymity can be guaranteed for *participation*, anonymity of *data* automatically can be guaranteed.) Note that stratifying data based on demographic variables (e.g., gender, race, major) could make participants identifiable. If you are collecting demographic data to describe your sample, but you will not stratify the sample in any way such that identification will be possible, describe that in this section of the consent form. If your study has a small sample size, you might not be able to ensure anonymity of data.

Address procedures used to ensure anonymity and confidentiality as they apply to your study. Include information regarding data storage. This includes a description of who will have access to the data (usually only researchers involved in the study), a description of procedures to separate identifying information from responses (e.g., storing informed consent forms separately from data, assigning each participant a number not connected to his/her name), and a description of data storage procedures for hard copies of questionnaires or forms (e.g., locked file cabinet in a locked office) and electronic files that contain data (e.g., password protected K: drive).

**Voluntary participation and freedom to withdraw participation from the study:**

Inform the participant that s/he is free to withdraw from the study at any time without penalty. Inform the participant that if s/he chooses to withdraw from the study, s/he will still receive compensation for travel (if offered to all participants) or other incentives offered for attending the session. If the participant is a patient or student, inform the participant that his or her decision regarding participation in the study will not affect his/her treatment or grade. Students should be informed that if they are participating for credit or extra credit, the professor awarding credit or extra credit will also have an alternative assignment available for the same amount of credit. Describe the procedure for withdrawing participation from the study (e.g., advance to the end of the survey and answer the question regarding use of data; contact the researcher via email informing her that you are withdrawing participation from the study).

**How the findings will be used:**

Describe how the results will be used and the settings in which the results might be presented. Include a description of possible future uses of the dataset.

*Example: The results of the study will be used for scholarly purposes only. The results from the study will be presented at Wartburg College’s Research Internship and Creative Endeavor (RICE) day on (date). Results will be presented in educational settings and at academic conferences, and the results might be published in a professional journal in the field of psychology.*

*Example of possible future uses of the dataset: Because we will ask you about a number of different issues, it is likely that we will use your data to address multiple questions regarding the topic of friendships.*

**Contact information:**

Include contact information for the primary investigator, faculty supervisor, and the chairperson of the Wartburg College Institutional Review Board (IRB).

*For signed consent forms:*

**By signing below, you are certifying that you have read this form and consent to participate in this study.**

Please print your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For online studies:*

**By clicking on “next” you are certifying that you have read this form and consent to participate in this study.**