**Behavioral/Social Consent Template with Guidance - 1/19/18**

**This template provides guidance and examples of text to be used within each section. Please customize each section in accordance with your protocol.**

**Consent to Participate in Research**

# Title of Research Project: title

**Principal Investigator:** name

**Faculty Advisor:** If you are a student, list your faculty sponsor here. Please refer to the Research Manual for the definition of a student.

**Sponsor:** List all agencies or companies that are supporting this research. If internally sponsored, list the department. Do not list the sponsor here until you have obtained funding.

For studies involving children please add here -Throughout this document “you” refers to “you or your child”.

**Introduction**

You are being invited to take part in this research study because*[explain how/why the patient/subject qualifies or may qualify for the study]****.*** This study is being conducted by the University of Vermont.

We encourage you to ask questions and take the opportunity to discuss the study with anybody you think can help you make this decision.

**Key Information to Help You Decide Whether or Not This Study Is Right for You**

* All consent forms should provide a concise and focused presentation of key information that is most likely to assist in understanding the reasons why one might or might not want to participate in the research.
  + Use this section of the consent form to summarize the study using plain, non-technical language.
  + Highlight that the person has a choice to make. The consent form should be used as a decision making tool, not a sales pitch.
  + Include a brief description about why the study is being conducted and what is being asked of the participant (e.g. time commitment, procedures involved).
  + When deciding what risks or side effects to include in the summary, consider whether a potential participant would attach significance to the risk in deciding whether or not to participate. If applicable, state that “A complete list of the risks is given in the following pages.”
  + This summary should be limited to one page.
  + Though not a regulatory requirement, consent forms are recommended be at an 8th grade reading level to be appropriate for the general population. Microsoft Word has a readability program which can be found by:
    - Click the **File** tab, and then click **Options**.
    - Click **Proofing**.
    - Under “When correcting spelling and grammar in Word”, make sure the “Check grammar with spelling” check box is selected.
    - Select **Show readability statistics**.
    - After you enable this feature, open a file that you want to check, and [check the spelling](https://support.office.com/en-us/article/check-the-spelling-5cdeced7-d81d-47de-9096-efd0ee909227). When Word finishes checking the spelling and grammar, it displays information about the reading level of the document or just the highlighted section.



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| --- |
| **To improve subject comprehension the RPO office encourages researchers to use:** |
| * Headings * **Bolded type** * Pictures * Tables * Consider using bulleted points to highlight key information. * Keep sentences short and simple. * Do not use fractions or %. Instead, state “1 out of 10 people will…” * Use lay language – see plain [language dictionary](https://www.uvm.edu/rpo/human-subjects-research#Medical_Dictionary) |

Include the below statement at the end of the concise summary:

The information above is only a brief summary of the study. If you are interested in learning more, it is important to read the following pages for additional detailed information about the study. If you decide to take part in the research, you will be asked to provide written consent at the end of this document.

Examples of model summary statements are available on the IRB website and may be found [Here.](https://www.uvm.edu/sites/default/files/media/concise_examples_for_the_web_2.6.19.docx)

**Why is This Research Study Being Conducted?**

The purpose of this study is to \_\_\_\_\_\_\_\_\_\_\_\_\_. [Give brief explanation of why study is being done, using one or two sentences written in clear language understandable to the target population].

**How Many People Will Take Part In The Study?**

About \_\_\_\_\_\_\_\_\_\_\_\_ [provide an approximate number of participants. Note: If study involves both a child and a parent and the information being collected is about each individual, then each is counted. Keep in mind, when information being collected is NOT about that individual then they would not be counted as a participant (i.e. teacher completing information about a student, or parent completing information about a child only).] people will take part in this study.

**What Is Involved In The Study?**

Study participation will take a total of [approximately two hours].

[Explain in simple, non-scientific language, what will be happening to the participant or what s/he will be asked to do during the study, including the order in which they occur. Describe the participant's time commitment for each component. All procedures listed in the IRB application and funding proposal (as applicable) should be described here, and procedures (e.g., observations, interventions, manipulations, treatments) should be specifically noted. **If you plan to take photographs or make audio, video, or other types of recordings state so.**]

[For interview or survey procedures include some examples of the questions in order to provide a clear understanding.]

All study procedures will take place at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. [If different procedures will take place at different locations, specify accordingly]**.**

[If screening procedures have already been completed under an alteration include:]

If you decide to participate in this study, we will include the answers that we collected from your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [phone call, survey] in your research record.

[**Note**: If the study involves **deception or incomplete disclosure** which necessitates a debriefing process, a general statement may be added here or in the Benefits discussion that more information will be given to subjects at the conclusion of the study, e.g., "At the end of the study, we will explain in greater detail what we hope to learn from this research." If the investigator believes that such a statement would bias study results, he/she should discuss this in the protocol as part of the justification for use of deception or incomplete disclosure.]

**What Are The Benefits of Participating In The Study?**

[Describe the possible benefits of participation in the research. Be sure to distinguish between a likely direct benefit (e.g., from therapeutic or intervention research) and a possible indirect benefit (e.g., talking about/reflecting on an experience may lead to a better understanding of oneself).]

[If there are no direct benefits to the participant simply state,] There is no direct benefit to you anticipated from participating in this study. However, it is hoped that the information gained from the study will help… [e.g., educators or other professionals in this field to understand/learn more about \_\_\_\_\_\_\_\_\_\_\_.]

[Note: Compensation, financial incentives, learning about how a research study is conducted, receiving a gift, or earning extra credit for being a research participant are not benefits and should not be listed here.]

**What Are The Risks and Discomforts Of The Study?**

[In simple, non-scientific language, describe any reasonably foreseeable risks or discomforts that may occur as a result of participation:

* Include anticipated risks of discomfort and harm
* Address emotional and psychological risks, including risks of emotional discomfort from being asked about or discussing sensitive issues.
* Social or economic risks (e.g., accidental loss of confidentiality, violation of privacy; reputation, self-image, effects to financial standing, employability, or insurability)
* Legal risks (e.g., possibility of discovering activities that may require reporting to authorities, possibility of being arrested)
* Possible harm to individuals not directly involved in the research, but about whom the data are obtained indirectly (secondary subjects), or who belong to the class or group from which participants are selected
* Physical risks (e.g., nausea, muscle aches, rashes, infection, discomforts, etc.)
* Note, risks are not always immediate; anger, emotional upset, or stress may appear later. If this is a possibility, explain and provide an appropriate person’s name and contact information.]

[Describe support services that are available to the participant if necessary.]

[If participation does not introduce any risks, state so.] Your participation in this study does not involve any physical or emotional risk to you beyond that of everyday life.

[NOTE: Many social-behavioral studies involve only minimal risk of harm to subjects. However, if the study involves greater than minimal risk, this statement is required:]

It is important that you promptly tell the researcher [investigator’s name], if you believe that you have been injured because of taking part in this study. You can tell the researcher in person or call him/her at [telephone number].

[Incarcerated individuals, parole status:]

Your participation in this research study will have no effect on your criminal case or future probation, furlough or parole status.

[Juvenile detention center, Woodside:]

Your participation in this study will not affect your relationship with Department of Corrections/Vermont Department for Children and Family Services, or the Court.

**What Other Options Are There?**

[If the research involves experimental treatment/therapy/intervention, describe any non-experimental alternatives that may be available. If there are no other options, then simply state.]

**Are There Any Costs?**

[Clearly state if there are any costs associated with study participation (and if so, specify what they are).]

**What Is the Compensation?**

[If participants will receive compensation in any form include] In return for your time/ effort/ travel expenses, you will be paid $XXX for taking part in this study. [If non-monetary compensation, e.g., course credit, will be offered for participation, state here. Describe any pro-rating or bonuses, e.g.: "If you do not complete the study, you will receive $XXX for each week of participation." Also, specify method and timing of payment, e.g.: "A check will be mailed to you about 6 weeks after your participation in the study has ended."]

[If participants will not receive any compensation include] You will not be paid to participate in this study.

**Can You Withdraw or Be Withdrawn From This Study?**

You may discontinue your participation in this study at any time. [Explain what will happen with any previously collected research information at the time of early withdrawal.]

and (if applicable)

The researcher may discontinue your participation in this study at any time. [The consequences of a subject's discontinuation from the study, and procedures of the orderly termination of participation should be stated here.]

**What About Confidentiality?**

[Since there is no legal privilege between investigator and subject, a "guarantee" of “complete” or "strict” confidentiality should not be given or implied in the consent form. This section should explain how the researchers will minimize the risk of breach of confidentiality. Any regulatory/other agencies which may have access to the research records should also be noted, e.g.:]

Your study data will be handled as confidentially as possible. If results of this study are published or presented, individual names and other personally identifiable information will not be used.

To minimize the risks to confidentiality, we will... [Explain data security measures to be taken, e.g., storage, coding, encryption, limited access to study records, etc.]

[Note: If applicable, add statement that describes how photographs, audio and/or video recordings will be kept secure and stored and for how long. If recordings will not be destroyed, state so.]

The sponsor(s) […..] or their appointed designees as well as the Institutional Review Board and regulatory authorities will be granted direct access to your original research records for verification of research procedures and/or data.

If your record is used or disseminated for government purposes, it will be done under conditions that will protect your privacy to the fullest extent possible consistent with laws relating to public disclosure of information and the law-enforcement responsibilities of the agency.

[When research activities or communication with participants will involve e-mail, include the following statement:] Please note that email communication is neither private nor secure. Though we are taking precautions to protect your privacy, you should be aware that information sent through e-mail could be read by a third party.

If UVM (Luse Center) is the covered entity include the following

If you have questions or concerns about the use and disclosure of your health information, you should ask a member of the study team at insert phone number or the Chief Privacy Officer at The University of Vermont at (802) 656-2003.

[Focus groups as applicable:]

We will ask that everyone in the group not repeat what they have heard others say, but there is always the chance that someone will repeat what you have said.  Everything you say will be kept confidential by the researchers.

Focus groups questions are directed to the group, not to individuals. You have the right to: (a) not answer a question, (b) terminate the interview, or (c) withdraw from the study at any time in the process.

[**Sensitive/reportable research information**: If there is a reasonable expectation (from the topic under study and/or the subject population) that reportable information may be disclosed to the researcher during the study, an appropriate statement should be added, e.g.:]

We will keep your study data as confidential as possible, with the exception of certain information that we must report for legal or ethical reasons, such as child abuse, elder abuse, or intent to harm yourself or others.

[**Certificate of Confidentiality:**  For certain studies, where especially sensitive information will be sought from subjects (e.g., about possible use of illegal substances or other illegal activities), investigators may wish to obtain a federal Certificate of Confidentiality to protect their research records from subpoena. These Certificates are issued by the National Institutes of Health (NIH) and can be given regardless of whether or not the research is federally funded. If the Certificate is obtained, the end of the consent form’s confidentiality statement should discuss it. Refer to UVM’s Research Manual for consent language about [Certificates](http://www.uvm.edu/irb/Research%20and%20Policies%20and%20Procedures%20Manuals/researchmanual.htm#_Toc484692132).]

**[Retaining research records:]**  When the research is completed, our research team may save the [samples/ tapes and notes/ study records] for use in future research done by myself or others. We will retain this study information for up to XX months/years after the study is over. The same measures described above will be taken to protect confidentiality of this study data. [Or if different, give accurate information about retention and use of study data in future, e.g., "We will destroy the samples/ tapes and notes/ study records at the end of this study."]

[When videotapes, photography or voice recordings are used the consent should include a special statement about the disposition of the tapes/photographs.]

[For studies that include reimbursement in any form include]

You may be requested to provide your name, social security number, and address. This information will be disclosed one time to either the University of Vermont’s Procurement Services Department for purposes of reimbursing you for participation in this study. If you are not a US Citizen or Permanent Resident Alien you will be required to complete additional paperwork for payment.

**Contact Information**

You may contact Dr. [investigator’s name], the Investigator in charge of this study, at [investigator’s phone number], for more information about this study. If you have any questions about your rights as a participant in a research project or for more information on how to proceed should you believe that you have been harmed as a result of your participation in this study you should contact the Director of the Research Protections Office at the University of Vermont at 802-656-5040.

**Statement of Consent**

You have been given and have read or have had read to you a summary of this research study. Should you have any further questions about the research, you may contact the person conducting the study at the address and telephone number given below. Your participation is voluntary and you may refuse to participate or withdraw at any time without penalty or prejudice.

You agree to participate in this study and you understand that you will receive a signed copy of this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Subject Date

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Name of Subject Printed

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Signature of Principal Investigator or Designee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal Investigator or Designee Printed

Name of Principal Investigator:

Address:

Telephone Number:

Name of Faculty Sponsor:

Address:

Telephone Number: