

**Institutional Review Board**

**General Informed Consent Template**

Informed consent is required to provide potential participants or their legally authorized representatives with the information necessary for a “reasonable person” to make a decision about participating in research.

Information in the consent document must be organized to facilitate comprehension. Consent documents should be written in plain language. At the appropriate reading level of the participant population. For child assent documents, the reading level and complexity of the information provided should be appropriate for the age of the child.

The IRB strongly recommends the use of this template to create the informed consent document(s) for your study.

Please note:

1. **As of January 21, 2019**, federal regulations require that the informed consent contain a concise and focused presentation of the key information that is most likely to help potential participants understand why they might or might not want to participate in the study. The key information must be presented first and should include the following:
	1. Identification of the project as a research study
	2. Purpose of the research, duration of participation, and a description of research procedures
	3. Foreseeable risks or discomforts, if any
	4. Expected benefits to participants or others, if any

**e.** Statement that participation is voluntary

Many IRB studies have brief consent documents (2 or 3 pages) that meet this new requirement without the need for a separate Key Information section. However, if your project is complex or involves numerous research procedures, the Key Information section (Section 1.1) is required for federally-sponsored projects and strongly recommended for all others.

1. Text that is not highlighted is required information; text in [brackets] represents information about your study that you must add.
2. A backslash indicates that you must make a selection depending on the procedures for your study (e.g., “will/will not” or “I/we”).

1. Additional instructions and sample text are highlighted in light grey.
2. Before you attach your consent document to the IRB Human Research application, delete this cover page, backslashes, brackets, and highlighted text. The finished document should reflect what you will give to the participant.
3. Use a file name for each consent document that clearly identifies the type of consent and for which participants it is intended (e.g. child assent, parental permission, adult consent, etc.).

For questions about informed consent, please contact the IRB at (928) 317-6015 or ierg@azwestern.edu.

**Arizona Western College**

**Consent To Be Part Of A Research Study**

**1. Key Information About the RESEARCHERS and This Study**

**Study title:**

**Principal Investigator:** [Name, credentials, institutional affiliation]

**Co-Principal Investigator:** [Name, credentials, institutional affiliation] Delete if this does not apply.

**Co-Investigator(s):** [Name, credentials, institutional affiliation] Delete if this does not apply.

**Faculty Advisor:** [Name, credentials, institutional affiliation] Required for projects with a student PI, otherwise delete.

You are invited to take part in a research study. This form contains information that will help you decide whether to join the study. If this document will be used to obtain parental permission for their child to participate in research, replace “you” with “your child” throughout.

The revised Common Rule requires a concise and focused description of the research project to be included at the beginning of the consent document. This section is required for complex research projects such as those involving multiple study procedures and those posing more than minimal risk to participants. ***If this does not apply to your project, delete Section 1.1 below.***

* 1. **Key Information**

Things you should know:

* The purpose of the study is to [provide a brief, simple, non-technical description of the project].
* If you choose to participate, you will be asked to [do what, when, where, and how]. This will take approximately [period of time].
* Risks or discomforts from this research include [briefly describe].
* The direct benefits of your participation are [description of potential direct benefits to participants – or state that there are no direct benefits].

Taking part in this research project is voluntary. You do not have to participate and you can stop at any time. Please take time to read this entire form and ask questions before deciding whether to take part in this research project.

**2. PURPOSE OF THis STUDY**

Briefly, in one paragraph, explain in simple, non-technical language, the scientific reason for doing this study. Do not describe the details of the protocol here – protocol details should be described in Section 4 “Information about Study Participation.”

**3. Who can Participate in the study**

**3.1 Who can take part in this study?** List important eligibility criteria (e.g., age, gender, language, health condition, etc.) in simple, non-technical language. Also, include a discussion of any important exclusion criteria, if applicable.

**3.2 How many people are expected to take part in this study?** This question is optional. Some participants may wish to know how many others will be taking part. Delete this section if you will not provide this information.

**4. information about study participation**

**4.1 What will happen to me in this study?**

Explain in lay terms, typically in chronological order, what will happen to participants during the study. List all research procedures in this section. The following should always be included, if applicable:

* The location where research activities/procedures will take place
* Description of all research interactions/interventions
* Data collection procedures (surveys, interviews, audio-visual recording, observation, etc.)
* Randomization procedures
* Use of student records
* Linking of data collected or created as part of the research to other information, such as administrative data such as from the U.S. Census or state agencies, or publicly available information
* For projects involving the collection of sensitive information or questions that might be upsetting, include examples of the types of questions asked or describe the sensitive topics involved.

**4.2 How much of my time will be needed to take part in this study?** Explain as needed, describing time in hours, number of interactions or study visits, and duration of the research. For example, “Participants will be asked to take one survey each month for a period of six months. Each survey is expected to take about one hour.” Be liberal in the estimation of how much time is required and ensure that it is consistent with what you have described in the Human Research application. If this is a longitudinal project, tell participants that you may contact them again in the future and provide the interval if known.

**4.2.1 When will my participation in the study be over?** Necessary only if not addressed in 4.2 above, otherwise delete this section.

**5. information about Study RISKS and benefits**

**5.1 What risks will I face by taking part in the study? What will the researchers do to protect me against these risks?**

Describe the known or expected risks of the study. These may be physical, psychological, legal or informational. Breach of confidentiality (i.e., informational risks) is a potential risk in all research that collects or maintains personally identifiable information and may be the only risk in some studies.

The researchers will try to minimize these risks by [describe what you will do to protect participants against risks.] For example, psychological risks could be mitigated by providing participants with counseling resources.

For projects that involve surveys/interviews/focus groups, include the statement: You do not have to answer any questions you do not want to answer.

For informational risks state: Because this study collects information about you, [one of the risks/the primary risk] of this research is a loss of confidentiality. See Section 8 of this document for more information on how the study team will protect your confidentiality and privacy.

**5.2 How could I benefit if I take part in this study? How could others benefit?**

You may not receive any personal benefits from being in this study. However, others may benefit from the knowledge gained from this study. **or** You might benefit from being in the study [describe direct benefits]. Note: Compensation for research participation is not considered a benefit of the research. Information about compensation should be described in Section 7.

**6. ENDING THE STUDY**

**6.1 If I want to stop participating in the study, what should I do?**

You are free to leave the study at any time. If you leave the study before it is finished, there will be no penalty to you. If you decide to leave the study before it is finished, please tell one of the persons listed in Section 9. “Contact Information”. If you choose to tell the researchers why you are leaving the study, your reasons may be kept as part of the study record. The researchers will keep the information collected about you for the research unless you ask us to delete it from our records. If the researchers have already used your information in a research analysis, it will not be possible to remove your information.

**7. Financial Information**

**7.1 Will I be paid or given anything for taking part in this study?** You will receive [type and total amount of compensation] for your participation in the study. Describe how compensation will be distributed if the participant withdraws from the research before the end of the study.

**7.1.1 Will I need to pay anything to be part of the study?** To be part of the study, you will need to pay for [indicate what costs, if any, participants will have to pay (such as parking)].Delete this section if there are no costs to participants.

**8. Protecting and sharing research information**

**8.1 How will the researchers protect my information?** Describe procedures that will be followed to keep participant information secure and confidential. Note: any research data that will be linked to individual identifiers is considered identifiable.

**8.2 Who will have access to my research records?**

There are reasons why information about you may be used or seen by the researchers or others during or after this study. Examples include:

* The College, government officials, study sponsors or funders, auditors, and/or the Institutional Review Board (IRB) may need the information to make sure that the study is done in a safe and proper manner.
* If applicable, state: Federal or State law may require the study team to give information to government agencies. For example, to prevent harm to you or others, or for public health reasons.

**8.3 What will happen to the information collected in this study?**

We will keep the information we collect about you during the research [for future research projects/for study recordkeeping or other purposes (describe)]. Your name and other information that can directly identify you will be stored securely and separately from the research information we collected from you. Note: any research data that will be linked to individual identifiers is considered identifiable. Linking of data to individual identifiers, length of time data will be linked to identifiers, and whether destruction of identifiers will occur should be described here.

For longitudinal research: The researchers [plan to/may] contact you again as part of this project.

Or: We will not keep your name or other information that can identify you directly.

The results of this study could be published in an article or presentation, but will not include any information that would let others know who you are.

If the investigator wishes to identify a participant in a presentation or article, state: The results of this study could be published in an article or presentation, but would not include any information that would let others know who you are without your permission.

**8.4 Will my information be used for future research or shared with others?**

The Common Rule requires that investigators tell participants whether their data will be stored and shared for future research, even if de-identified.

We may use or share your research information for future research studies. If we share your information with other researchers it will be de-identified, which means that it will not contain your name or other information that can directly identify you. This research may be similar to this study or completely different. We will not ask for your additional informed consent for these studies.

If you plan to retain and share identifiable information for unspecified future research, state: We would like to share your identifiable information with other researchers for future research. We will ask for your consent to do so at the end of this form. You can be a part of this current research project without agreeing to this future use of your identifiable information.

**or**  We will not store your research information or share it with other researchers. The IRB does not recommend the use of this statement, as it will preclude the secondary use of these data in the future.

**9. Contact Information**

**Who can I contact about this study?**

Please contact the researchers listed below to:

* Obtain more information about the study
* Ask a question about the study procedures
* Report an illness, injury, or other problem (you may also need to tell your regular doctors)
* Leave the study before it is finished
* Express a concern about the study

**Principal Investigator:**

**Email:**

**Phone:**

**Faculty Advisor (for student projects; delete if does not apply):**

**Email:**

**Phone:**

**Study Coordinator (if applicable; delete if does not apply):**

**Email:**

**Phone**:

**If you have questions about your rights as a research participant, or wish to obtain information, ask questions or discuss any concerns about this study with someone other than the researcher(s), please contact the following:**

Arizona Western College

Institutional Review Board (IRB)
P.O. Box 929
Yuma, AZ 85366-0929

Phone: (928) 344-7620

Fax: (928) 317-6012

E-mail: ierg@azwestern.edu

**10. Your Consent**

**Consent/Assent to Participate in the Research Study**

By signing this document, you are agreeing to be in this study. Make sure you understand what the study is about before you sign. I/We will give you a copy of this document for your records and I/we will keep a copy with the study records. If you have any questions about the study after you sign this document, you can contact the study team using the information in Section 9 provided above.

*I understand what the study is about and my questions so far have been answered. I agree to take part in this study.*

Print Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date of Signature (mm/dd/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigators are reminded that they should give a copy to the participant and retain a full copy of the consent including a copy of the signature page as part of your research records. Participants must complete all of the required information (printed name, signature and date).

**Parent or Legally Authorized Representative Permission (delete this section if it does not apply)**

By signing this document, you are agreeing to [your child’s] **or** [the person’s named below] participation in this study. Make sure you understand what the study is about before you sign. I/We will give you a copy of this document for your records. I/We will keep a copy with the study records. If you have any questions about the study after you sign this document, you can contact the study team using the information provided above.

*I understand what the study is about and my questions so far have been answered. I agree for [my child]* ***or*** *[the person named below] to take part in this study.*

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

Print Participant Name

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

Print Parent/Legally Authorized Representative Name

Relationship to participant: Parent Spouse Child Sibling Legal guardian Other

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

Signature Date

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

Printed Parent/Legally Authorized Representative Name (when two parent signatures are required) Two signatures are required for more than minimal risk research with no direct benefit to the child.

Relationship to participant: Parent Sibling Legal guardian Other

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

Signature Date

*Reason second parent permission was not collected:*

 Parent is unknown

 Parent is deceased

 Parent is incompetent

 Only one parent has legal responsibility for care and custody

 Parent is not reasonably available\*; explain:

*\* Note: “Not reasonably available” means the other parent cannot to be contacted by phone, mail, email, or fax, or his or her whereabouts are unknown. It does not mean that the other parent is at work or home, or that he or she lives in another city, state, or country.*

**11. Optional Consent**

Separate signatures should be obtained for specific activities when those activities are optional. Whether an activity is required or optional must be clearly described in the main body of the consent document. Some common optional research activities are included below. Delete this section or any of the following consent statements that do not apply to your research. Participants must complete all of the required information (printed name, signature and date) if an optional consent section is offered.

**Consent to use [video recordings/audio recordings/photography] for purposes of this research. (Use this ONLY if recording is not required to participate in the research.)**

This study involves [video recordings/audio recordings/photography]. If you do not agree to be [video recorded/audio recorded/photographed], you can still take part in the study.

\_\_\_\_\_ Yes, I agree to be [video recorded/audio recorded/photographed].

\_\_\_\_\_ No, I do not agree to be [video recorded/audio recorded/photographed].

Print Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date of Signature (mm/dd/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to use of video recordings, audio recordings or photographs for publications, presentations or for educational purposes.**

I give permission for audio recordings/video recordings/photographs made of me as part the research to be used in publications, presentations or for educational purposes.

\_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Print Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date of Signature (mm/dd/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to use and/or share your identifiable information for future research**

The researchers would like to use your identifiable information for future research that may be similar to or completely different from this research project. Identifiable means that the data will contain information that can be used to directly identify you. The study team will not contact you for additional consent to this future research. We may also share your identifiable information with other researchers. You can contact us at any time to ask us to stop using your information. However, we will not be able to take back your information from research projects that have already used it.

Note: This separate consent is not necessary if you will only store and share de-identified data.

\_\_\_\_\_ Yes, I agree to let the researcher(s) use or share my personally identifiable information for future research.

\_\_\_\_\_ No, I do not agree to let the researcher(s) use or share my personally identifiable information for future research.

Print Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date of Signature (mm/dd/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to be Contacted for Participation in Future Research**

Researchers may wish to keep your contact information to invite you to be in future research projects that may be similar to or completely different from this research project.

\_\_\_\_\_ Yes, I agree for the researchers to contact me for future research projects.

\_\_\_\_\_ No, I do not agree for the researchers to contact me for future research projects.