***Delete all instructions in red before submitting to the IRB.***

Instructions are in red. Customize the language in black as needed to fit your study. When you have finished, ***read over*** the entire document to ensure it makes sense and is accurate.

* Use simple language. Avoid technical terms.
* Write in a conversational tone, as though you’re speaking to your participants.
* Use pronouns (I, we, you) and contractions (we’re, won’t, isn’t). The template default is “we”; you can change this to “I” if you’re doing the research entirely on your own.
* Use short paragraphs (~4 lines or less). Don’t write walls of text.
* Feel free to use bullet points, tables, graphs, pictures, diagrams, etc. to more clearly convey the study information.

**Siena College**

**Informed Consent to Participate in Research**

**Study Title:** [insert]

**Researcher[s]:** [insert name(s) – including faculty supervisor - and title / degree / department, as applicable]

We’re inviting you to participate in a research study. Participation is completely voluntary. If you agree to participate, you can always change your mind and withdraw. There are no negative consequences, whatever you decide.

**What Is the Purpose of the Study?**

[describe the purpose or goals in simple language]

**Examples:** We want to understand the ways couples communicate in a marriage and divide chores. **– or –** We want to learn whether there is a connection between the amount of sleep and exercise university students get, and their stress levels and grades.

**What Will I Do?**

[Describe the survey topic(s) and the types of questions that will be asked. If there are any questions that participants could find objectionable, be sure to indicate that here as well.]

**Example:** This survey will ask questions about your marriage, how you divide chores, and things you and your spouse enjoy doing together. It includes questions about your sex life and whether you have ever cheated on your spouse. The survey will take about 20 minutes.

**Risks [customize as needed to fit your study]**

* Some questions may be very personal or upsetting. You can skip any questions you don’t want to answer, or stop the survey entirely.
* Online data being hacked or intercepted: This is a risk you experience any time you provide information online. We’re using a secure system to collect this data [elaborate if desired], but we can’t completely eliminate this risk.
* [use for MTurk surveys] Amazon could link your worker ID (and associated personal information) with your survey responses. Make sure you have read Amazon’s MTurk participant and privacy agreements to understand how your personal information may be used or disclosed.
* Breach of confidentiality: There is a chance your data could be seen by someone who shouldn’t have access to it. We’re minimizing this risk in the following ways: [Use whichever of the following bullet points apply to your study. Add any other measures you’ll use to protect data security.]
	+ Data is anonymous. **– or –** All identifying information is removed and replaced with a study ID.
	+ We’ll remove all identifiers after [insert amount of time or specific event].
	+ We’ll store all electronic data on a password-protected, encrypted computer.
	+ We’ll keep your identifying information separate from your research data, but we will be able to link it to you. We’ll destroy this link after we finish collecting and analyzing the data.
* Add any other risks – think about emotional, social, and/or financial risks.

**Possible Benefits:** List individual benefits (if any). List benefits to a larger group or society (such as helping understand more about xyz). **Don’t** include compensation here; you’ll describe that below.

**Estimated Number of Participants:** [insert #. If needed, add explanation or description of different groups, e.g. 40 teachers and 300 students]

**How Long Will it Take?** [insert total amount of time for individual participation]

**Costs:** None **– or –** describe any costs to participants

**Compensation:** None **– or –** $10 Amazon gift card **– or –** 0.5 SONA Credits **–or-** 5 points extra credit (examples)

**[If the only alternative is not to participate, delete this paragraph.]** **If I don’t want to be in this study, are there other options?** Instead of participating, you can [insert alternative(s)] **Example:** Instead of participating, you can earn the same amount of extra credit by answering questions 1-2 on page 394 of your textbook.

**Future research:** De-identified data (all identifying information removed) may be shared with other researchers. You won’t be told specific details about these future research studies. **– or –** Your data won’t be used or shared for any future research studies.

**[Use if research is funded] Funding source:** [insert funding source] is funding this research study.

**Confidentiality and Data Security**

[Include if applicable] We’ll collect the following identifying information for the research: [list. **Examples:** your name, email address, and the psychology class you’re enrolled in]. This information is necessary [explain why / what it will be used for. **Example:** This information is necessary so that you can receive extra credit].

**Where will data be stored?** [Explain] **Example:** On the researchers’ computers **– or –** On the servers for the online survey software (Qualtrics).

**How long will it be kept?** [insert amount of time]

**Who can see my data?**

* We (the researchers) will have access to [insert type of data; **Examples:** identifiable (with your name included) **– or –** coded (names removed and labeled with a study ID) **– or –** de-identified (no names, birthdate, address, etc.)]. This is so we can analyze the data and conduct the study.
* We may share our findings in publications or presentations. If we do, the results will be [state the kind of data that will be included in dissemination of your work. **Examples:** aggregate (grouped) data, with no individual results **– or –** de-identified (no names, birthdate, address, etc.).] If we quote you, we’ll use pseudonyms (fake names).
* [Delete if n/a] Our funding agency requires us to make our dataset public so other researchers can use it. This public dataset will include only [state the kind of data that will be included. **Examples:** aggregate (grouped) data, with no individual results. **– or –** de-identified (no names, birthdate, address, etc.).
* [Delete if n/a] Amazon: Because they own the MTurk internal software, and to issue payment, Amazon will have access to your MTurk worker ID. There is a possibility Amazon could link your worker ID (and associated personal information) with your survey responses.
* Add anyone else who may potentially access the data. Describe the purpose of this disclosure, and what type of data (identifiable, de-identified, etc.).

**[Use if NIH funded] This study has a Certificate of Confidentiality**

To help us protect your privacy, we have a Certificate of Confidentiality from the National Institutes of Health (NIH). With this certificate, we can’t be forced by a court order or subpoena to disclose information that could identify you.

There are times when your identity wouldn’t be kept secret, even with this certificate:

* If a government agency inspects the records, or to meet FDA requirements
* If you give someone written permission to receive this information, or if you tell someone the information yourself
* If you threaten to harm yourself or others
* In cases of child abuse
* If we’re required to report cases of certain contagious diseases (such as HIV) to the state

**Contact information:**

**For questions about the research, complaints, or problems:** Contact [insert Researcher name(s), phone & email, or other best contact method].

**For questions about your rights as a research participant, complaints, or problems:** Contact the Chair of Siena IRB (Institutional Review Board; provides ethics oversight) at irb@siena.edu / (518) 782-6726

Please print or save this screen if you want to be able to access the information later.

IRB #:

IRB Approval Date:

**Agreement to Participate**

If you meet the eligibility criteria below and would like to participate in this study, click the button below to begin the survey. Remember, your participation is completely voluntary, and you’re free to withdraw at any time.

* I am at least 18 years old
* [insert any other inclusion/exclusion criteria]

**Make this consent document the first question/page of your survey.**

**Since you can’t collect a signature on an online survey, you’ll also need to** [**request to waive this documentation of consent**](http://uwm.edu/irb/wp-content/uploads/sites/127/2016/12/Waiver-to-Obtain-Document-Alter-Consent.doc) **on Part F of your application.**