

Rev 10.07

(Delete all instructions in italics, like this one, before submitting the completed informed consent. Use ordinary language so that ordinary people can understand this document. It's not written for academics.)

San Francisco State University
Informed Consent to Participate in a Research Study
(Research Title)

A. PURPOSE AND BACKGROUND

The purpose of this research study is to ____ *(state in one or two sentences why the study is being conducted, for instance “to learn more about the effect of using math games in teaching sixth grade math.” Do not use academic or discipline-specific jargon.)*

The researcher, _____, is a professor/ graduate student/ at San Francisco State University *(conducting research for a master’s degree/honor’s thesis.)*

You are being asked to participate in this study because you _____ *(state here the reason for recruitment, e.g. “you are a student in the Psychology department.”)*
Be specific. Use the pronoun “you” throughout this document to refer to the research participant. Call yourself “the researcher.” Write at a 6th-grade level in lay language.

B. PROCEDURES

List all research activities for the participant. Use a bulleted format. Be concise and clear. Adapt this to your own research, use only your own procedures.

Sample:

If you agree to participate in this research study, the following will occur:

- you will be interviewed for approximately thirty minutes about _____.
- the interview will be audiotaped to ensure accuracy in reporting your statements.
- the interview will take place in the researcher’s office at a time convenient for you. (or/ it will take place at a time and location convenient to you.).
- the researcher may contact you later to clarify your interview answers for approximately fifteen approximately forty-five minutes.
- total time commitment will be _____

(Please state only those procedures that the participant will undergo. State where the research will take place, how long it will take, and when it will occur. Include the information you would like to have if you were going to participate in this project as a research subject. List the time each procedure will take, and also the total time commitment for the participant, not the researcher.)

C. RISKS

Sample: There is a risk of loss of privacy. However, no names or identities will be used in any published reports of the research. Only the researcher will have access to the research data. *(Add other risks if they exist, such as “There is a risk of discomfort or anxiety due to the nature of the questions asked; however, the participant can answer only those questions he/she chooses to answer, and can stop participation in the research at any time.*

Research Title
Researcher's Name

*If you are conducting focus groups, see focus group consent under [Forms and Templates](http://www.sfsu.edu/~protocol/human/forms.htm) <http://www.sfsu.edu/~protocol/human/forms.htm> for additional protections for participants in group discussions. If you are interviewing children or youth under the age of 18, see the Guidelines for Obtaining Minor Assent and sample assents; you will also need a Parental Permission for a Minor to Participate in Research, also found in *Forms and Templates*.*

D. CONFIDENTIALITY

Sample: The research data will be kept in a secure location (*or/password protected program*), and only the researcher will have access to the data. At the conclusion of the study, all identifying information will be removed and the data will be kept in a locked cabinet or office.

Describe where and how the data will be stored, and include the final disposition of the data, that is, what you will do with the data when the study is completed.

(If taping interviews and transcribing them for the content): Audiotapes or videotapes will be destroyed at the end of the study.)

*(If keeping original tapes or digital data for future research, data may be used in the future only for research purposes consistent with the original purpose of the research stated in this consent. If the data is de-identified, i.e **all** identifiers have been removed including coding, the data will not need IRB review for future research use.*

E. DIRECT BENEFITS

Sample: There will be no direct benefits to the participant.

(There is almost never a direct benefit, which generally applies to clinical trials in which a subject may get an experimental drug therapy, etc.

*(Any indirect benefits can only be anticipated, because you can't guarantee anything since you have no results yet. If you talk about anticipated benefits, do so briefly and use the conditional tense, as in "Benefits **may** include.....")*

F. COSTS

Sample: There will be no cost to you for participating in this research.

(Or) The only cost to participants will be transportation to the research site.

G. COMPENSATION

Sample: There will be no compensation for participating in this research.

(Or) Compensation for participating in this research will be \$10.00.

H. ALTERNATIVES

*(For minimal risk research)*The alternative is not to participate in the research.

Research Title
Researcher's Name

I. QUESTIONS

You have spoken with (*researcher*) about this study and have had your questions answered. If you have any further questions about the study, you may contact the researcher by email at _____@_____ or you may contact the researcher's advisor, Professor _____ at _____@_____.

Questions about your rights as a study participant, or comments or complaints about the study, may also be addressed to the Office for the Protection of Human Subjects at 415: 338-1093 or protocol@sfsu.edu.

J. CONSENT

You have been given a copy of this consent form to keep.

PARTICIPATION IN THIS RESEARCH IS VOLUNTARY. You are free to decline to participate in this research study, or to withdraw your participation at any point, without penalty. Your decision whether or not to participate in this research study will have no influence on your present or future status at San Francisco State University.

Signature _____ Date: _____
Research Participant

Signature _____ Date: _____
Researcher

(Once the italicized instructions have been removed, the consent document should be kept to 2 pages. You may delete double spaces between sections if necessary.)