

Research Title
Researcher's Name

San Francisco State University

Parental Permission for a Minor to Participate in Research

Research Title

A. PURPOSE AND BACKGROUND

My name is _____. I am a (*graduate student/ faculty member*) at San Francisco State University and I am conducting a research study about _____. I am inviting your child to take part in the research because he/she _____.

(State the purpose of the research; the purpose must be the same as stated in the protocol. State why the prospective subject is being invited to participate in this study, e.g. “(he is in my algebra class,” “he/she is in the after school program I am studying,” “he is a student in _____ high school.”

B. PROCEDURES

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

- Your child will be asked to (*play math games and take a test*)
- This will take place in their regular classroom as part of my scheduled curriculum. (*OR//*)
- Your child will participate in a group discussion in social studies class about their attitudes about extracurricular activities. The discussions will be audiotaped. *OR//*
- Your child will be invited to participate in an after school tutoring project. The tutoring sessions will take place between 3:45 and 4:45 PM on five Tuesdays and Thursdays during the spring semester.

(This section must mirror the procedures stated in the protocol. State where the research will take place, how long it will take, and at what time of day it will occur. State the time each procedure will take, and also state the total time it will take. Use the pronoun “you” and “your child” when referring to the parents and prospective minor subject.)

C. RISKS

There is a risk of loss of privacy, which the researcher will reduce by not using any real names or other identifiers in the written report. The researcher will also keep all data in a locked file cabinet in a secure location. Only the researcher will have access to the data. At the end of the study, data will be _____ (see “[Guidelines for Data Retention](#).”)

There may be some discomfort at being asked some of the questions. You may answer only those questions you want to, or you may stop the entire process at any time, without penalty to yourself.

State the risks involved, and how the researcher will reduce them. Risks must mirror those stated in the protocol. State the final disposition of the data. If you will want to follow up in any way, get permission in this consent

Add the “discomfort” paragraph only if you are asking sensitive questions. If the children are very young, add that “if the child indicates in any way that he/she does not want to participate, by crying or other behavior, we will stop immediately.” Also, if the

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questions are very sensitive and may cause anxiety or other negative emotions, researcher should include a brief list of counseling contacts they may consult.

D. CONFIDENTIALITY

In this section, state how you will protect the confidentiality of the data collected. Where will you store it, will it be password-protected if stored on a computer, or in a locked office if it's paper data. How long will the data be kept, what will happen to it when the project is over (will it be destroyed, kept for future research—if so the research must be consistent with the original purpose.)

(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.*

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.

E. DIRECT BENEFITS

There are no direct benefits for your child's participation in this project.
(Benefits section must mirror the protocol statement.)

F. COSTS

There will be no costs for your child's participation in this project. OR//Costs will include transportation to the research site, parking and lunch. *(This section must mirror the costs stated in the protocol.)*

G. COMPENSATION

There will be no compensation for participation in this project. OR// Participants will receive a gift certificate for \$10 for Old Navy Stores.
(This section must state the same compensation offered, if any, as in the protocol. If no compensation is offered, say so here.)

H. ALTERNATIVES

The alternative is not to participate.

I. QUESTIONS

You have spoken with (*researcher's name*) 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 (*researcher's email address*), or you may contact Dr. (*supervising instructor's name*), by calling (*415: 338-department phone number*) or (*supervisor's email address*).

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Questions about your child's rights as a study participant, or comments or complaints about the study also may be addressed to the Office for the Protection of Human Subjects at San Francisco State University, 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 STUDY IS VOLUNTARY. You are free to decline to have your child participate in this research study. You may withdraw your child's participation at any point without penalty. Your decision whether or not to participate in this research study will have no influence on your or your child's present or future status at San Francisco State University.

Child's Name _____

Signature _____ Date _____
Parent

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.)