



Adult Consent Form

ALL GREEN SECTIONS ARE FOR THE RESEARCHER ONLY AND SHOULD NOT APPEAR IN THE ACTUAL FORM

The following format for the body of the informed consent form is flexible to cover the majority of research studies. The format may be modified or expanded, depending on the nature of the particular study involved, but the document must include all of the elements identified in this model consent form. Even without the IRB requirement, it is important to provide enough information so that subjects can make a good decision about participating in the interview. Avoid any language that might be perceived as coercive and remind the subject that participation is voluntary. If you elect to use this format, keep all of the statements in bold. Keep the language at an appropriate level for your audience.

Study Title: <insert the title of your project>

Student's Name and Department:

Instructor's Name and Department:

Include contact information for you and your instructor:

Introductory Statement

Provide a brief introduction to the study, inviting the subject's participation and explaining that details of the study are provided in the consent document. At this point, you can explain that you are available to answer any questions the subject may have about the project. Be sure to identify yourself as a graduate student at CMU conducting research to fulfill graduation requirements.

What is the purpose of this study? In non-technical language, describe the purpose of your study. Keep this short and to the point.

What will I do in this study? Describe what the subject will do in the interview process. For example, "You are eligible to participate because you, as either a supervisor or as a staff employee, have participated in the new evaluation system. If you decide to participate in this research project, I will go over this consent form and then go through a series of interview questions about the new evaluation system."

If you plan to tape the interviews, add lines for the subject to sign to indicate their willingness to be taped. For example, If you decide to participate in this research project, I will go over this consent form, ask your permission to tape the interview, and then go through a series of interview questions about the <insert topic>.

If you give permission for the interview to be taped, please sign here: _____

Alternative: If you do not wish the interview to be taped, please sign here: _____

How long will it take me to do this? Include a statement estimating how long it will take for the interview. An estimate of the number of minutes is appropriate.

Are there any risks of participating in the study? Describe any risks and/or discomforts to the subject that can reasonably be expected as a result of participating in this study.

Please initial that you have read and understood this page_____

What are the benefits of participating in the study? Describe any benefits to the subject. For example, sharing the project results with administration in order to influence change is a benefit. Providing a copy of the project results to participants upon request is a benefit.

Will anyone know what I do or say in this study (Confidentiality)? Since interview subjects are not anonymous, how will you keep the participant's responses confidential? For example, subjects might be referred to in the paper only by title or as participant A, B, C, etc. Specify who will have access to project results, such as your instructor and management/administration of the organization. Identify the persons or agencies to whom confidential information will be disclosed, including the sponsor and state the nature of the information to be disclosed and the purpose of disclosure. State that in all other instances, any data under the investigator's control will, if disclosed, be presented in a manner that does not reveal the subject's identity, except as may be required by law. If the study involves videotaping or audio taping, explain what will happen to the tapes after the study is completed or if a subject withdraws before completion. If the interview is taped, specify how the tapes will be handled to maintain confidentiality.

Will I receive any compensation for participation? Describe the amount and nature of any compensation or fee to be paid to the subject for participating in the study. If there will be no compensation, add a statement to that effect.

Is there a different way for me to receive this compensation or the benefits of this study? Disclose alternative procedures that might be available to the subject. For example, the subject could complete the interview questions on paper and return the answers to the researcher through interoffice mail.

Who can I contact for information about this study? Insert your name and contact information and your instructor's name and contact information.

You are free to refuse to participate in this research project or to withdraw your consent and discontinue participation in the project at any time without penalty or loss of benefits to which you are otherwise entitled. Your participation will not affect your relationship with the institution(s) involved in this research project.

If you are not satisfied with the manner in which this study is being conducted, you may report (anonymously if you so choose) any complaints to the <insert your program and the contact information for the program. MSA students should use MSA Program, 989-774-6525 or 1-800-950-1144, ext. *6525. MA in Education students should use MA in Education program, 989-774-3784 or 1-800-950-1144, ext. *3784.>

My signature below indicates that all my questions have been answered. I agree to participate in the project as described above.

Signature of Subject

Date Signed

A copy of this form has been given to me. _____ Subject's Initials

Signature of Responsible Investigator

Date Signed