



*Consent Form for
Anonymous Surveys*

ALL GREEN SECTIONS ARE FOR THE STUDENT ONLY AND SHOULD NOT APPEAR IN THE ACTUAL FORM. This form is intended as an informational document for subjects who are given the opportunity to take your survey. Even without the IRB requirement, it is important to provide enough information so that subjects can make a good decision about taking the survey or not taking the survey. 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 your study title

Student's Name and Department:

Instructor's Name and Department:

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.

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. For example, "If you decide to participate in my project, you will complete a short survey and return it through interoffice mail."

How long will it take me to do this? Specify how long it will take the subject to complete the survey. A range 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.

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)? Can you guarantee anonymity? If not, then describe how you will protect the participant's responses.

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.

Is there a different way for me to receive this compensation or the benefits of this study? Disclose appropriate alternative procedures, if any that might be available to the subject.

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 project.

My return of this survey implies my consent to participate in this research and I have been given a second copy of this form to keep for my records..

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.>