**Instructions:** Keep all non-bracketed text as is while addressing the issues in brackets as appropriate to your study. When you have addressed the issue in each bracket, delete that bracket. All brackets should be deleted before sending this form to the IRB for review. Address every area in brackets on the form. Bolded sections should remain bold. Note that there are brackets in the last few paragraphs; please do not forget to address those.

Adapt the form so participants will understand it, but do not leave out any sections unless the instructions in that section specifically indicate that you can do so.

Be prepared to give every participant a copy of their signed consent form.

Delete this paragraph and every sentence above it before you finalize the form. The below line (with your project title) and the words Consent Form should be the first line in the form.

**[Project title] Consent Form**

[Researcher’s name]

Supervisor: [Supervisor’s name if applicable (e.g., thesis advisor); if not, leave this line out]

Colorado College Department of [fill in department name]

Department Phone Number: [fill in phone number of department staff assistant, including international calling code if research is taking place outside the U.S.]

[Researcher’s email address]

Research supported by [include name of any funding source here; remove line if project is not funded]

Key information about this research study

The following is a short summary of this study to help you decide whether to be a part of the study. More detailed information is provided later in the form.

You are invited to take part in a research study about [state your topic clearly here].

**What is the purpose of the study?** [Provide a brief description of the study’s purpose, no more than three to four sentences at most.]

**What will you be asked to do if you participate in the study**? [Briefly describe what participants will do, including all activities or tasks. Use no more than three to four sentences.]

**How long will it take you to participate in the study?** [Include the approximate amount of time it will take participants to complete all tasks or components of the study. Do not underestimate the amount of time in order to convince people to participate.]

**What are reasons you might choose to volunteer for this study?** [Include any possible benefits to the participant. These might include incentives such as compensation or entry in a drawing for a prize if relevant. If there are no benefits to participants, list benefits to other people, to your field of knowledge, or to society more broadly. Do *not* list benefits to yourself such as thesis completion.]

**What are reasons you might choose not to volunteer for this study?** [List any known emotional, physical or other risks in the plainest possible language. If there are any specific conditions or situations that would cause someone to be at risk of any kind of harm as a result of participating in the study, specify those conditions or situations here so a potential participant can choose not to participate at this point. If there are no anticipated risks of harm, use the following text: “We do not expect you to experience any kind of harm or discomfort if you participate in this study, beyond what you would experience in everyday life.” Do *not* include the quotation marks if you use this sentence.]

**Do you have to take part in the study?**  Taking part in this study is completely voluntary. You should only decide to take part in the study because you want to do so. If you choose to be in the study you can withdraw at any time without consequences of any kind. [Indicate that participants can choose to skip any question, participate in only some tasks, etc. as appropriate to the study.] Participating in this study does not mean that you are giving up any of your legal rights.

**What if you have questions, suggestions, or concerns?** The person in charge of this study is [include your name here]. You can contact [name] at [email address] or [department staff assistant phone number; include international calling code if your research is taking place outside of the US.]

If you have any questions about whether you have been treated in an illegal or unethical way, contact the Colorado College Institutional Research Board chair, Dr. Amanda Udis-Kessler at 719-227-8177 or audiskessler@coloradocollege.edu. [Add international calling code to this phone number if your research is taking place outside the U.S.]

Detailed information about this research study

**Why are you being asked to take part in this research study?** [Include a statement about why the individual is being invited specific to some identity or characteristic they have, such as being a college student, an athlete, etc. The statement should begin, “You are being asked to take part in this study because…” If you are inviting students to participate and you are a faculty or staff member, include a sentence stating that choosing to participate or not participate in the study will not influence a course grade or any academic or co-curricular opportunities.]

**What is the purpose of this study?** [State that the study involves research and explain the purpose of the research. This should expand on the answer given above and should put it in a larger context. Avoid using technical terms or jargon.]

**What will you be asked to do if you participate in the study**? [Describe in complete detail what participants will do, including all activities or tasks. If there are multiple tasks or parts to the study, describe them in the order in which they occur. The potential participant should have a clear understanding of what they will be expected to do or to experience if they participate.]

[In a separate paragraph, indicate whether you will use audio recording, video recording, or photography. If taking photographs or using video recording, indicate that participants will sign a separate photo/video release form. Indicate that participants can choose not to be recorded or photographed if they prefer.]

[In a separate paragraph, if you will be assigning participants to random comparison groups, explain what this means and list the groups by condition. If you are carrying out research involving deception and you do not wish the participants to know about the group conditions (psychological and marketing studies most often fall into this category), you can leave this paragraph out.]

[In a separate paragraph, explain where the study is taking place, the dates, and the times. You are adding this because participants will receive a copy of the consent form after they sign it and may want to have a record of this information.]

**Will you be told everything about what is happening to you and about what you will be asked to do in the study?** [Answer this question using one of the following three options, leaving out the quotation marks and question numbers: (1) “This study does not involve any deception. This consent form describes exactly what you will do and what will happen to you in the study.” (2) “There are parts of the study that we cannot tell you about ahead of time. Everything will be explained to you at the end of the study. Consenting to participate in the study means that you agree that some information about the study will be withheld until the study’s end and that you are willing to participate anyway.” (3) Leave this entire paragraph, including the question itself, out of your consent form if you intend to carry out active or passive deception in the study without informing participants ahead of time. You must still go through a debriefing process at the end of the study, including using a debriefing form.]

**How long will it take you to participate in the study?** [Include the approximate amount of time it will take participants to complete all tasks or components of the study, breaking down the total time so that participants know how long each part will take. If participation requires more than one session, note how many sessions are involved and how long each one will take, as well as the entire span of time from the first session to the last in number of days. As noted above, do not underestimate the amount of time in order to convince people to participate.]

**With whom will you interact during the study?** [List your name here and add any other names as relevant.]

**Is there any way that being in this study could cause you harm or discomfort?** [Answer this question by expanding on the answer to the question of why someone might not want to be in the study, asked above. If it will be difficult keeping information confidential, and if a breach of confidentiality could harm a participant, mention that possibility here. You may use the sentence about no expected harm beyond that of everyday life, provided in that answer, again without the quotation marks.]

**Are there any ways that being in this study will benefit you?** [Answer this question by expanding on the answer to the question of why someone might want to be in the study, asked above. Do not include answers about benefits to society or to academic knowledge here; only provide answers that address benefits to participants specifically. If there are no personal benefits to the participant, say that here.]

**Who will know about your participation in this research, or about what you said or did in the research?** [Explain how you will keep the participant’s identity confidential and their information private to the extent that it this is possible. Describe how this will be done: will data be kept in a locked drawer? Kept on a personal computer? Will recordings be destroyed after transcription? Will data be de-identified and assigned a number or a pseudonym? Use the following sentence, without quotation marks: “Any report of this research that is made available to the public will not include your name or any other individual information by which you could be identified unless you have specifically given permission to be identified publicly.” If you wish to use people’s real names or identifying information in your report, you will need to receive permission for such use. Also, if you are unable to guarantee confidentiality for any reason, say that here, as some people might not wish to participate in this circumstance.]

[In a separate paragraph, indicate whether anyone other than the researcher(s) might see the information for any reason as part of the research process, and who they would be.]

[In a separate paragraph, if relevant, explain that the small number of participants in the study might make it more likely that the participant could be identified. If this is the case, indicate how many participants you expect to have in the study.]

**What will happen to your information after this study is over?** [Indicate whether you will keep the information to use for future research or for other purposes, or whether you will destroy the information. If you plan to keep the information, indicate that any identifying information will be securely stored separately from other research information. If you plan to destroy the information, indicate that both identifying information and other research information will be destroyed.]

[In a separate paragraph, indicate whether you will share the participant’s research information with other researchers or not. If you think you might want to share the participant’s research information with other researchers later, include the following sentence: “I [or “We] may share your research information with other researchers without asking for your consent again, but it will not contain information that could directly identify you.”

[In a separate paragraph, if relevant, indicate that the research information will be included in a public repository of some sort, explain why, and clarify that no identifying information will be included.]

**What happens if you do not want to participate in this study?** [Indicate that the person does not need to participate and that nothing bad will happen if they do not participate.]

**What happens if you start to participate in the study but change your mind?** [Indicate that the person can leave the study at any time and it will not be held against them, nor will leaving the study lead to any bad outcomes. If leaving the study could lead to bad outcomes, say that clearly and indicate what those outcomes are. Indicate that the participant should let you know if they are leaving the study. If you are audio or video recording the participant’s activities in the study or taking photographs of the participant, let them know that the recordings or photographs will be destroyed if they withdraw from the study.]

**What happens if you participate in the study and get injured or have other problems as a result of your participation**? [Indicate the likelihood of physical, psychological, or any other form of harm that could reasonably be expected to result from participating. Indicate any steps that you are taking to minimize the risk of harm. Indicate that the participant should contact you as soon as possible if they experience an injury or any other problems as a result of participating in the study. Indicate any support that you or co-researchers can provide in such a situation (medical, financial, etc.).]

[In a separate paragraph, if relevant, provide contact information for anyone who can provide help or treatment in the case of a study-related injury or other problem. If your resources include people who work at Colorado College, Provide their name, their office, their phone number and their email address.]

**Who can you talk to if you have questions about the study?** [Indicate that you are the person to contact about the study and give your name again. Indicate that participants can contact you at your email address or by phone. Provide the phone number of the department staff assistant, including the international calling code if your research is taking place outside of the US.]

If you have any questions about whether you have been treated in an illegal or unethical way, contact the Colorado College Institutional Research Board chair, Dr. Amanda Udis-Kessler at 719-227-8177 or audiskessler@coloradocollege.edu. [Add international calling code if your research is taking place outside the U.S.] Add, without the quotation marks: “Dr. Udis-Kessler can be reached by mail at the following address:

Dr. Amanda Udis-Kessler, IRB Chair

Colorado College

14 E. Cache la Poudre Street

Colorado Springs, CO 80903 [add USA if research is taking place outside the US]”

**Statement of Consent to Participate**: I have read the above information, and have received answers to any questions. If I have more questions later, I have been told who to contact. By signing this document, I affirm that I am 18 years of age or older and I consent to take part in the research study of [topic of research]. I understand that I will be given a copy of this form to keep for my records.

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Participant’s Signature Participant’s Printed Name Date

[If the research involves audio recording, include the material immediately below. If not, delete it.]

This research involves audio recording. Check one of the following options.

\_\_\_\_\_\_ I agree that my participation in the study may be audio recorded.

\_\_\_\_\_\_ I do not agree that my participation in the study may be audio recorded but I am willing to participate if audio recording is not used.

[If the research involves photography, include the material immediately below. If not, delete it.]

This research involves photography. Check one of the following options.

\_\_\_\_\_\_ I agree to be photographed as part of the study, and I agree to sign a photo/video release form.

\_\_\_\_\_\_ I do not agree to be photographed as part of the study but I am willing to participate if I am not photographed.

[If the research involves video recording, include the material immediately below. If not, delete it.]

This research involves video recording. Check one of the following options.

\_\_\_\_\_\_ I agree that my participation in the study may be video recorded, and I agree to sign a photo/video release form.

\_\_\_\_\_\_ I do not agree that my participation in the study may be video recorded, but I am willing to participate if video recording is not used.

I, [researcher’s name], have explained the study to the participant and have answered all of their questions. I believe that they understand the information described in this consent form and that they freely consent to be in the study.

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Researcher’s Signature Researcher’s Printed Name Date