COMPONENTS OF A CONSENT FORM

The following types of statements **MUST** be included in a consent form. A template is provided on the next page to assist you.

**LANGUAGE MUST BE PERSON AND AGE APPROPRIATE. DO NOT USE JARGON OR TERMINOLOGY NOT UNDERSTANDABLE BY THE PARTICIPANT.**
(We recommend writing your consent form at, or below a 6th grade level)

1. **Place the following statement at the top of the document**
   Non-Exempt/Expedited:
   "The University of Idaho Institutional Review Board has approved this project."

   **Exempt:**
   "The University of Idaho Institutional Review Board has certified this project as Exempt."

**INCLUDE THE FOLLOWING INFORMATION.**

2. A description of what the participant will be asked to do (or not do). This should include:
   1) How long the study will last
   2) Why the study is being undertaken.

3. A description of any possible discomforts and risks to the participant.

4. A description of the benefits to the participant and society.

5. If appropriate, a statement describing other beneficial alternative treatments or options.

6. A statement that new information developed during the course of the research which may relate to the participant’s willingness to continue participation will be provided to the participant.

7. A description of how anonymity or confidentiality will be maintained.

8. An offer to answer the participant’s questions now or at a later date.

9. If there is more than minimal risk, a description of each risk and what actions will be taken should it occur.

10. A statement providing the name, phone numbers etc of a contact person (investigator, faculty sponsor, etc.) in case the participant has questions or problems.

11. A statement that participants may refuse to participate at any time with no penalty. In case of partial payments, these must be described.

12. The consequences of a participant’s decision to withdraw from the research and procedures for orderly termination of participation by the participant.

13. Written with language understandable/comprehensible by participants.

Template for a Consent Form
Copy, Paste, and Overwrite if Desired

1. The University of Idaho Institutional Review Board has approved this project.
   Or
   The University of Idaho Institutional Review Board has certified this project as Exempt

2. The purpose of this study is to ___________________________.

3. You will be asked to ___________________________.
   The study should take approximately _________ hours.

4. You need to describe any possible discomforts and risks to the participant. If there is more
   than minimal risk, a description of each risk and what actions will be taken must be included.
   (e.g., Although there are no or minimal risks associated with the project, some people
   find the time to complete the project is long)

5. You need to describe how the project will benefit the participant AND society.
   (e.g., You will benefit from this project by helping us understand what “river enthusiasts”
   want at this park. Society will benefit because it will help us create better park facilities.)

6. If appropriate, provide a statement describing other beneficial alternative treatments or
   options.
   (e.g., Although you may take this new drug for your depression, there are other
   treatments such as counseling or other drugs that have been shown to help depression
   as well)

7. Provide a statement that new information developed during the course of the research which
   may relate to the participant’s to continue participation will be provided to the participant.
   (e.g., If we find the interview is creating stress or emotional difficulty for you, we will stop
   the interview)

8. If appropriate, provide a description how anonymity or confidentiality will be maintained.
   (e.g., All information you provide will be placed in a locked file cabinet with access only
   available by the myself and my faculty sponsor (Dr. Smith)

9. A statement that participant’s questions will be answered now or at a later date.
   (e.g., If you have questions about the study or interview, you can ask the investigator
   during the interview, when the interview is complete, or at a time you feel is appropriate.)

10. Provide your name, departmental address, and phone number in a listing format. If a
    student, provide similar information for your faculty sponsor.

    Investigator                     Faculty Sponsor
    John Doe                        Jane Doe
    University of Idaho            University of Idaho
    Department of Social Studies   Department of Social Studies
    Moscow, ID  83844-0000         Moscow, ID  83844-1234
    Ph.  208-884-1111               Ph.  208-885-0000
11. You must provide a statement that participants may refuse to participate at any time with no penalty. In case of partial payments, these must be described. (e.g., During the course of this study, you may stop at any time with no penalty, if you do decide to stop, you will still receive $20 for your participation, or $10 for every half hour you participated in the project)

12. You must provide a statement describing the consequences of a participant’s decision to withdraw from the research and procedures for orderly termination of participation by the participant (e.g., If you do stop your participation in the study, there will be no penalties associated with your withdrawal. All you need to say is that I no longer wish to participate).

13. A statement and signature line for the participants.

I am 18 years old or older and have reviewed this consent form and understand and agree to its contents.

Participant Name ______________________________________  Date _________________


Experimenter Name ____________________________________