****

**Institutional Review Board**

**Form A—Statement of Informed Consent For Adult Participants**

**[INSERT TITLE & PROTOCOL NUMBER]**

**REQUIREMENTS OF INFORMED CONSENT**

|  |
| --- |
| **KEY INFORMATION REQUIREMENTS:**Informed consent must begin with a "concise and focused presentation of the key information" that will help assist subjects in understanding the reason why they may or may not participate in the research.  It needs to be organized and presented in a way that facilitates comprehension. Include the following:* A statement that the project is research and participation is voluntary
* A summary of the research, including:
	+ PurposeDurationList of proceduresReasonable, foreseeable risks or discomfortsReasonable, expected benefitsAlternative procedures or course of treatment, if any

How a study team applies the "key information" requirement, and to what level of detail, will depend on the complexity of the research project. |

**INFORMED CONSENT REQUIREMENTS:**

1. A statement that the project is research and participation is voluntary (above, in Key Information)
2. Statement that the research is being conducted through SUNY Brockport.
3. Official name of any institution fully spelled out (e.g., Greater Rochester Collaborative Masters in Social Work Program through SUNY Brockport and Nazareth College).
4. Explanation of the purpose of the research and the expected duration of the participant's involvement (e.g., how long will it take to complete the survey and number of questions).
5. Description of the procedures to be followed and identification of any procedures which are experimental.
6. Alternative procedures or course of treatment, if any
7. Description of any benefits to the participant or to others which may reasonably be expected from the research.
8. Description of any reasonably foreseeable risks and discomforts to the participant, including loss of time.
9. Statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained, stored for how long, and how destroyed.
10. When your project will involve the collection of identifiable private information, the informed consent must include a statement indicating whether identifiers may be removed and de-identified information may or may not be used or shared for future research.
11. For research involving more than minimal risk, an explanation as to whether any medical treatment is available if injury occurs; or counseling available for questions that might be sensitive, and if so, what they consist of, or where further information may be obtained.
12. Statement that refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled.
13. Statement that participant may discontinue participation at any time without penalty or loss of benefits to which the participant is otherwise entitled.
14. Name, phone number, and email information of whom to contact for answers to pertinent questions about the participant’s rights, and whom to contact in the event of a research-related injury to the participant.
15. Statement that participant should keep a copy of the informed consent.

**Please note the following additional items that should be included in any consent form if applicable to your project:**

1. **Studies conducted in classrooms/school settings/institutions**When appropriate, include a statement that participation in the research will not affect participants' grades, services or class standing.
2. **Taping (audio and video)**If you are audio- or videotaping, you have two options.
a) If you require participants to consent to the taping in order to participate, you should clearly state this in the consent form in the study description section.
b) If it is acceptable for participants to refuse taping and still participate, you should include a separate section for taping information at the end of the consent form with a separate signature line for consent to the taping, as well as a description of how you will collect information without taping.
3. **Compensation for participation** Include the type and description of the compensation and the procedures to obtain compensation. Please note whether participants will receive compensation even if they don't complete the study. If you are paying participants more than $600 annually, please review compensation guidelines on the IRB website.
4. **Referrals**If the study has the potential to arouse questions and concerns in participants (e.g., questions about substance use, gender issues, etc.), you must include an agency and phone number for participants to contact if they feel the need to do so, such as the College Counseling Center.
5. **Focus Groups** Please include the following statement: “Confidentiality cannot be guaranteed in group situations. Other participants in your group will know how you answer questions. While we will discourage anyone from sharing this information outside of the group, we cannot guarantee confidentiality by other group members**.**We will do our best to keep all of your personal information private and confidential but absolute confidentiality cannot be guaranteed.”

**If the research cannot practically be completed without some or all of these requirements being waived or altered, please explain why in your proposal and include a debriefing procedure.**

**When working with minors:**

If you will be working with minors, you must provide two separate forms: 1) an informed consent for parent/guardians; 2) a statement of assent for minors (17 years of age and younger).