Title and Purpose of the study:
- Describe the purpose and procedures of your study, including the participation duration.
- Include any statements that you will use in recruiting participants.

Risks
- Discuss foreseeable risks in the study.
- If psychological or physical risks are involved, include medical services contact information.

Benefits
- Discuss foreseeable benefits of the study.

Confidentiality
- Describe how the participant’s identity be protected (anonymity) and how the data will be kept private (confidentiality).
- State the people who will have access to data and/or voice recordings.
- State where the data will be stored securely and how it will be destroyed after the research.
- Include a statement of confidentiality and consent for people involved in assisting with the study, i.e. videographers, transcribers, and data collectors other than researcher.

Participation
- Participants must be at least 18 years of age for self-consent. A statement attesting to age requirement must be included in the consent.
- Any minors (under 18) must have parental consent.
- Participation must be voluntary with the right to withdraw at any time without repercussions or penalties.
- If necessary, describe any circumstances when a researcher may end a subject’s participation.
- Include compensation that participants may be receiving.
- Include a statement acknowledging that participants have the option to have a copy of the final research findings.

Contact information
- Include the researcher’s contact information.
- Include the supervising faculty contact information.
- Include the IRB Chair contact information.
- If warranted, include contact information for health and counseling services for high risk studies.
- Do not use personal cell phone numbers.

Consent statement
- Include a consent statement stating that the participant attests to reading the form, agrees to the conditions of the study, and agrees to take part.
- Include a line for signature and date.
- Have copies of the form to give a copy to the participant(s).