Randolph College

Institutional Review Board (IRB) Consent Form Guidelines

# 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).