ONLINE INFORMED CONSENT TEMPLATE

The following is the required content of an Online Informed Consent Form. Italics indicates statements that can be copied into your Informed Consent Form.

1.) First Paragraph: DESCRIPTION OF THE STUDY
   • Must state that this is research-
   • Briefly describe the Purpose of the Research: Use the narrative in A. Project Description. (1 or 2 sentences should suffice)
   • Process / Procedures (e.g. surveys, interviews, focus groups). This is your methodology. (1 or 2 sentences at most)
   • Time Commitment Must state expected duration of the subject’s participation in the research. Your participation is in this research is expected to last for xxx.

2.) Second Paragraph: BENEFITS/COMPENSATION/RISKS
   • Describe the possible benefit(s) of the research. HOWEVER,
   • Must state: There is no benefit to individual participation
   • COMPENSATION:
     o Yes? This research does involve payment for participation. List/describe compensation
     o No? There is no compensation for participation in this research.
   • Must list all potential risks of participation in the study (e.g. answer sensitive or probing information, visuals or research materials may be offensive, may be asked to perform physical task, other physical or psychological discomforts).

3.) Third Paragraph: VOLUNTARY PARTICIPATION
   • Must state: Participation in this research is voluntary.
   • Must also state that subjects don’t have to complete what has been asked of them and if they don’t finish, they will not be penalized. You can choose to discontinue participation in this study at any time without any negative consequence.
   • If there are special circumstances such as receipt of extra credit or incentives or rewards for participate, please describe.
   • If applicable, state alternatives to participation

4.) Fourth Paragraph: CONFIDENTIALITY: Must state
   • If the participant’s information provided during the research will be confidential, anonymous, or neither.
   • How confidentiality or anonymity will be guaranteed. (NOTE: Disclosing a participant’s identity in any presentation of the data can only be done with consent from the participant as indicated by a signed informed consent sheet.)
   • Who will be able to see the participants records and/or responses
   • How the information will be used / disseminated (e.g. presentations, publications, etc.).
   • How you should protect your participant’s information including how and where it will be stored

5.) Fifth paragraph: CONTACT INFORMATION
   • If applicable, include an explanation of the process and responsibility in case of injury
   • Must state with your contact information and assigned IRB#: If you have any questions about this project now or in the future, please ask. * Insert name of PI here * can be reached by e-mail at *******@siena.edu. This survey has been approved (IRB **.*.***) by the Institutional Review Board at Siena College which reviews all human subjects research.
   • If you have any questions about the process that is used by Siena to protect participants in research from any harm or your rights as a research participant, please contact the Institutional Review Board at irb@siena.edu.

6.) VERIFYING CONSENT (Multiple-choice item with text entry) that your participants are:
   • You have read and understand the information above
   • You voluntarily agree to participate
   • You do not relinquish any legal rights by signing this Informed Consent form
   • You are 18 years of age or older (if applicable)

Add any additional permissions if relevant:
• Permission to tape (digital/video/audio)

☐ AGREE: I am 18 years of age or older and I agree to participate
☐ AGREE: I am under 18 years of age, and my parent/guardian has provided his or her consent by entering his or her initials here:

☐ DISAGREE: I do not wish to participate and/ or I am not 18 years of age or older and have my parent/guardians consent
NOTE FOR PARTICIPANTS UNDER 18: If there is a chance that minors will have access to the survey (particularly if you are using snowball sampling through distribution of the survey link by family and friends), you must include the request for parental consent. If minors may have access to the survey and the content of the survey is considered sensitive or involves a possible risk of emotional harm, full IRB review will be required.