The following material is provided as an aid to researchers in constructing your informed consent document. It is strongly suggested that you use the recommended language below, inserting study-specific details as appropriate where we have provided [bracketed text]. This will allow for a more rapid review of your materials. Similarly, we would recommend that you leave the section headings (e.g., "Nature and Purpose of the Project") intact, because those make it easier for participants to understand the sections of the consent document and what information is contained within each. Any text presented in *italics* is intended to explain elements of the consent document to you as the researcher, and should be deleted from materials submitted to our office.

INFORMED CONSENT DOCUMENT TEMPLATE

A concise summary should be provided first. It must contain the following information in non-technical language:

Your name; a description of the purpose of the study; what participating in the study involves; what the anticipated risks of participation are; how long it will take to complete the study:
My name is [name of PI] and you are being given the opportunity to volunteer to participate in a project conducted through Xavier University [and, if applicable, any other co-operating institution]. The purpose of this study is [brief statement of purpose]. Participants in this study will be asked to [describe the elements of the study in non-technical language]. The study should take [time estimate, allowing for individual differences as appropriate] for you to complete. Risks related to participation include [list any anticipated risks; if none are anticipated, stating that there are no anticipated risks is acceptable]. Benefits to taking part include [provide an overview of direct and indirect benefits; note that compensation, including research participation credit, is NOT considered a "benefit" of participating].

In the following sections, provide more information and detail as appropriate.

Nature and Purpose of the Project
[Re-state and, as needed, expand upon the nature and purpose of the project as presented in the concise summary. *If the study involves a manipulation that is not being revealed AND seeks Exempt-status review, participants must be informed that they may be deceived or incompletely informed about the purpose of the study; this does not have to be revealed if the study will be reviewed under the Expedited or Full Board category.*]

Why You Were Invited to Take Part
[Provide brief information about why the individual reading the consent form was asked to take part in the study.]

Study Requirements
[Re-state and, as needed, expand upon the study requirements as presented in the concise summary.]

Anticipated discomforts/risks

[Re-state and, as needed, expand upon the anticipated discomforts and risks as presented in the concise summary.]

Benefits
[Re-state and, as needed, expand upon the potential direct and indirect benefits as presented in the concise summary.]

Confidentiality/Anonymity
[If the study will collect participant identifiers, then participation is confidential rather than anonymous. For confidential studies, explain how privacy will be maintained, if and when identifying information will be removed from the data file, how data will be stored, who will have access to the data, and when the data will be destroyed. Explain the legal limits of confidentiality as they apply to the study. If the study will NEVER collect participant identifiers, participants should be informed that data will be collected anonymously and that therefore, their answers can never be linked to them.]
[*IMPORTANT NOTE: In the Revised Common Rule (effective January 2019), if you collect identifiable information, you MUST directly address the potential for future usage of the data collected. If you collect identifiable information, one of the two following statements must be included:*

- *Personal identifiers will be removed, and the de-identified information may be used for future research without seeking additional informed consent; or*
- *The participant's information will not be used or distributed for future research studies even if identifiers are removed.*

Note that informing participants whether or not their de-identified data may be used for future research is required, if data are originally collected in an identifiable form. If the data collected are fully anonymous, you are not required to address this point]

The IRB supports Open Science practices and encourages researchers to include statements acknowledging any possibility of sharing any anonymous (or de-identified, which will be carefully reviewed by the board) data. Such a statement may read "The anonymous data from this study may be posted to an online repository and shared publicly with other researchers to adhere to best practices in scientific transparency."

Compensation
[Briefly describe any compensation available, including how it will be awarded.]

Variations on the following standard text should be included as part of all informed consent documents:

Refusal to participate in this study will have NO EFFECT ON ANY FUTURE SERVICES you may be entitled to from the University. You are FREE TO WITHDRAW FROM THE STUDY AT ANY TIME WITHOUT PENALTY.

If you have any questions at any time during the study, you may contact [name of PI] at [contact info; this must include an email address for online studies] or the research supervisor, [also include name & contact information of your research advisor/mentor if you are a student].

Questions about your rights as a research participant should be directed to Xavier University's Institutional Review Board at (513) 745-2870, or irb@xavier.edu.

[*For in-person data collection*:]
If you decide to participate in the project, please sign this form. You will be given the opportunity to have a copy of this form to keep for your records.

I have been given information about this research study and its risks and benefits and have had the opportunity to ask questions and to have my questions answered to my satisfaction. I freely give my consent to participate in this research project.

_____

Signature Date Witness Signature Date

Note that the witness signature is only required when consent is delivered orally to the participant, with the witness verifying that all elements of the informed consent as documented in the IRB approval were presented appropriately. A witness is not required if participants are given both a written copy and an oral presentation of consent information.

[*For online data collection*:]
You may print a copy of this form, or contact the PI at [repeat your contact information] to request a copy be sent to you.

I have been given information about this research study and its risks and benefits and have had the opportunity to contact the researcher with any questions, and to have those questions answered to my satisfaction. By completing the elements of the study as previously described to me, I understand that I am giving my informed consent to participate in this research study.

A signature is generally not necessary for online data collection but in some cases it may be necessary to obtain an electronic signature to document informed consent if the study presents more than minimal risk.

This sentence should be added to the end of this document for Expedited and Full Board Review protocol.
THE DATE APPROVAL STAMP ON THIS CONSENT FORM INDICATES THAT THIS PROJECT HAS BEEN REVIEWED AND APPROVED BY XAVIER UNIVERSITY'S INSTITUTIONAL REVIEW BOARD.

Obtaining Assent from Minors and Adults Incapable of Giving Informed Consent

Parents or legal representatives typically sign consent forms permitting minors or adults incapable of giving adult informed consent to participate in research projects. [The Informed Consent Process section of the IRB Policies and Procedures Manual provides information about situations in which signed informed consent may be waived.]

If the subject is a minor or an adult incapable of giving adult informed consent, the IRB may require him/her to sign an "assent" form if it has been determined that the subject is able to read and understand a simplified version of the adult consent form. Language must be simplified as appropriate for the age group used as subjects.

CHILD/MINOR ASSENT FORM TEMPLATE

I, _____ understand that my parents (mom and dad) have given permission (said it's okay) for me to take part in a project about _____ under the direction of _____.

I am taking part because I want to. I have been told that I can stop at any time I want to and that nothing will happen to me if I want to stop.

NOTE: All the elements of adult informed consent must be presented in simplified language and congruent with the age of the minor or the adult who is incapable of adult informed consent.
In other words, this assent form uses age appropriate language for a young child but this language would not be appropriate for adolescents. The language must be adapted to meet the age range of the subjects.

_____ _____
Signature Date

_____ _____
Witness (someone other than parent/guardian) Date
[Witness signature is not always necessary]

THE DATE APPROVAL STAMP ON THIS CONSENT FORM INDICATES THAT THIS PROJECT HAS BEEN REVIEWED AND APPROVED BY XAVIER UNIVERSITY'S INSTITUTIONAL REVIEW BOARD.

Informed Consent Sample: Job Applicant Reactions Study Informed Consent

Concise Summary

My name is Morrie Mullins, and you are invited to take part in a study being conducted through Xavier University. The purpose of this study is to assess attitudes towards different types of pre-hire screening measures. Participants in this study will be asked to read a short scenario describing an organization that seeks to hire new employees and answer a series of questionnaires that might reasonably be used during hiring. Another set of questions will then be asked, exploring participant reactions, as well as demographic questions. There are a total of around 80 items, which should take most participants no more than 20 minutes to complete. There are no known risks based on participating in the study, nor are there any direct non-compensation benefits to doing so.

If you are interested in learning more about this study, please continue to read below.

Full Study Description

Nature and Purpose of the Project
This study seeks to better understand the factors that lead job applicants to react well (or badly) to organizational hiring practices. Organizations are motivated to present themselves in the best possible light, and the hiring process is one of their first opportunities to interact with candidates. It is important for researchers to accurately describe those factors that affect candidate reactions to hiring procedures. Note that, in order to maintain the integrity of the research process, there may be elements of the study design that you are not told about in advance, but that will be communicated to you when the study is done. If you are not comfortable being incompletely informed prior to the study, I would encourage you to opt-out of participating.

Why you were invited to take part
As a student at Xavier University, you are either currently in the process of applying for jobs, or will be in the near future. This makes your perspective on what makes organizations more or less attractive very relevant.

Study Requirements
You will be asked to read a short (two-paragraph) scenario describing an organization, then answer about 80 total questions. Some of these will be questions of the type organizations often ask during their hiring processes, whereas others will deal with your reactions to the questions and collect basic demographic information. We would anticipate that most participants should take no more than 20 minutes to complete the study.

Anticipated discomforts/risks
There are no anticipated risks based on taking part in the study.

Benefits
There are no direct benefits to you based on taking part in the study; however, as a current/future job applicant, your perspective on what makes organizations more or less attractive is very important, and will help inform future research on the topic.

Confidentiality/Anonymity
All of your responses will be collected anonymously through the Qualtrics website, which will be set to the highest level of anonymity. This means that no IP addresses or other internet-based tracking information will ever be reported to the researcher. Note that, in order to award credit for taking part,

your name, the class to which you would like research credit applied, and your professor's name will be collected at the end of the study. This will be done in a SEPARATE SURVEY, such that your identifying information will NEVER be stored in the same database as your responses. As such, your responses will be anonymous, and I will delete the database that includes your name at the end of the semester, after all research participation credit has been awarded. No attempt will ever be made to match participant responses to participant identities. The anonymous data collected for this study will be retained for a minimum of three years on a password-protected computer and may be posted to an online repository or shared publicly to adhere to best practices in scientific transparency.

Compensation
Because research participation credit is awarded in 15-minute "blocks," you will receive 30 minutes of research participation credit for taking part in this study.

Refusal to participate in this study will have NO EFFECT ON ANY FUTURE SERVICES you may be entitled to from the University. You are FREE TO WITHDRAW FROM THE STUDY AT ANY TIME WITHOUT PENALTY. Because credit can only be awarded to individuals who complete the study and enter their names in the second survey, if you elect to withdraw, you will not receive research credit for this study.

If you have any questions at any time during the study, you may contact Dr. Morrie Mullins at 513-745-xxxx, or via email at mullxxx@xavier.edu. Questions about your rights as a research participant should be directed to Xavier University's Institutional Review Board at (513) 745-2870, or irb@xavier.edu.

You may print a copy of this form, or contact the PI at 513-745-xxxx, or via email at mullxxx@xavier.edu to request a copy be sent to you.

I have been given information about this research study and its risks and benefits and have had the opportunity to contact the researcher with any questions, and to have those questions answered to my satisfaction. By completing the elements of the study as previously described to me, I understand that I am giving my informed consent to participate in this research study.

Notes on the sample consent:
1. Under "Nature and Purpose," the last element deals with the potential for deception. This is NOT required to be revealed in an informed consent document, and need only be mentioned when (a) the deception involves a "benign behavioral intervention" and (b) the researcher is seeking Exempt-status review. In this hypothetical study, the "benign behavioral intervention" might be something like using two different hiring measures (for example, a personality assessment and an honesty assessment) and looking for differences in reactions based on content. This qualifies as a "benign behavioral intervention" because it is brief, harmless, painless, not physically invasive, and not likely to cause embarrassment or other negative outcomes for participants. More information about the manipulation would be given as part of the study debriefing. IF YOU ARE SUBMITTING IN THE EXPEDITED OR FULL BOARD CATEGORY, YOU DO NOT NEED TO MENTION POSSIBLE DECEPTION.
2. The sentence, "Responses will never be used for any other research" is technically not needed, since the responses can never be linked to participant identities. The IRB encourages the inclusion of this information regardless, however. If you foresee possibly using the data for other purposes, stating that "Data without personal identifiers may be retained indefinitely and used for other purposes beyond those described in this consent document" is also acceptable.