**Exempt Consent Templates**

**Instructions:** Statements *in brackets and* *italics* are instructions or examples. Do not include them in the final version of the information sheet.

**SAMPLE: Confidential Survey – Online Information Sheet**

We are asking you to take part in a research study being done by [*list researcher’s name*] at Wright State University. Being in this study is optional.

If you choose to be in the study, you will complete a survey. This survey will help us learn more about [*briefly describe the purpose of the research*]. The survey will take about [*XX minutes or hours*] to complete.[*For projects involving deception or incomplete disclosure*]As part of the research, we may mislead you or we may not tell you everything about the purpose of the research or research procedures. At the conclusion of the study, we will provide you with that information.

You can skip questions that you do not want to answer or stop the survey at any time. We will keep your answers confidential. Information collected in this project may be shared with other researchers, but we will not share any information that could identify you. [*For projects that collect sensitive and identifiable data*]We will protect the confidentiality of your research records by [*explain*].

Questions? Please contact [*researcher’s name*] at [*contact info*]. As part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*

If you want to participate in this study, click the [*Agree, Accept, Next, Start*] button to start the survey.

**SAMPLE: Anonymous Survey – Online Information Sheet**

We are asking you to take part in a research study being done by [*list researcher’s name*] at Wright State University. Being in this study is optional.

If you choose to be in the study, you will complete a survey. This survey will help us learn more about [*briefly describe the purpose of the research*]. The survey will take about [*XX minutes or hours*] to complete. [*For projects involving deception or incomplete disclosure*]As part of the research, we may mislead you or we may not tell you everything about the purpose of the research or research procedures. At the conclusion of the study, we will provide you with that information.

You can skip questions that you do not want to answer or stop the survey at any time. The survey is anonymous, and no one will be able to link your answers back to you. Please do not include your name or other information that could be used to identify you in the survey responses. Information collected in this project may be shared with other researchers, but we will not share any information that could identify you. [*For projects that collect sensitive and identifiable data*]We will protect the confidentiality of your research records by [*explain*].

Questions? Please contact [*researcher’s name*] at [*contact info*]. As part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*

If you want to participate in this study, click the [*Agree, Accept, Next, Start*] button to start the survey.

**SAMPLE: Focus Group Research – Information Sheet**

We are asking you to take part in a research study being done by [*list researcher’s name*] at Wright State University.

We are holding a focus group to learn more about [*briefly describe research*]. The focus group will last about [*XX minutes or hours*]. You can skip questions that you do not want to answer or leave the group at any time.

We will keep the data we collect confidential, and we will not share your personal information with anyone outside the research team. Information collected in this project may be shared with other researchers, but we will not share any information that could identify you.

We will ask you and the other people in the group to use only first names during the focus group. Please do not to tell anyone outside the group what any particular person said. However, we cannot guarantee that each participant will keep the discussions private. [*For projects that collect sensitive and identifiable data*]We will protect the confidentiality of your research records by [*explain*].

Being in this study is optional. Please tell the researcher if you want to participate.

Questions? Please contact [*list contact’s name*] at [*contact info* As part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*

**SAMPLE: Interview Research – Information Sheet**

We are asking you to take part in a research study being done by [*list researcher’s name*] at Wright State University.

We would like to interview you to learn more about [*briefly describe research*]. The interview will last about [*XX minutes or hours*]. This interview will be audio-recorded with your permission. You can skip questions that you do not want to answer or stop the interview at any time.

We will keep the data we collect confidential, and we will not share your personal information with anyone outside the research team. Information collected in this project may be shared with other researchers, but we will not share any information that could identify you. [*For projects that collect sensitive and identifiable data*]We will protect the confidentiality of your research records by [*explain*].

Being in this study is optional. Please tell the researcher if you want to participate.

Questions? Please contact [*list contact’s name*] at [*contact info].* As part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*

**SAMPLE: Education Survey – Information Sheet**

Professor \_\_\_ is collecting data to study the effectiveness of this course. If you agree to be in this research study, please fill out the attached survey. We will distribute similar surveys again at the end of the year. This survey *[will/will not]* be matched. [*Include FERPA consent elements if applicable.*]

We will keep the data we collect confidential, and we will not share your personal information with anyone outside the research team. Information collected in this project may be shared with other researchers, but we will not share any information that could identify you.

Your participation will not affect your education or future status at Wright State. Participation is optional.

Questions? Please contact [*list contact’s name*] at [*contact info*]. As part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*

**SAMPLE: Verbal Consent Script**

You alternatively can use an information sheet template as a verbal consent script.

Hello, my name is ­\_\_\_\_\_\_\_\_\_\_ from Wright State University.

*Optional – If the PI is not the person contacting the subject:* \_\_\_\_\_\_\_\_\_\_ is the researcher in charge of this study.

I’d like to ask you to participate in a research study about \_\_\_\_\_\_\_\_\_\_.

*Optional – If it is unclear why subjects were selected:* We are asking you to be in this study because \_\_\_\_\_\_\_\_\_\_.

If you agree to be in this study, we will ask you to \_\_\_\_\_\_\_\_\_\_. The study will take about \_\_\_\_\_\_\_\_\_\_ *hours/minutes* to complete. We will keep your personal information confidential. Information collected in this project may be shared with other researchers, but we will not share any information that could identify you. [*For projects that collect sensitive and identifiable data*]We will protect the confidentiality of your research records by [*explain*].

Being in this study is optional, and you can tell me if you want to stop being in the study at any time.

Do you have any questions about the study?

Would you like to participate?

If you have questions about this study in the future, you can contact \_\_\_\_\_\_\_\_\_\_. As part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*

**SAMPLE: Verbal Consent Talking Points**

**Instructions:** Use the bullet points below to guide the verbal consent discussion.

* **Who you are:** Identify yourself and clarify that you are associated with Wright State.
* **Research study:** Explain that you are asking the subject to participate in a research study.
* **Who’s in charge:** *If the principal investigator is not conducting the consent discussion –* Give the name of the researcher in charge of the project.
* **Purpose and/or procedures:** Provide a brief description of the study purpose, and activities or types of questions that will be asked.
* **Why subjects were selected:** *If unclear how subjects were chosen –* Describe how the subject was selected or why he/she is being asked to participate.
* **Time commitment:** Clarify how long participation will take.
* **Stop Participating:** State that the subject can stop participating at any time and, if applicable, skip survey questions.
* **Confidentiality:** Confirm that confidentiality of the research data will be maintained, and the subject’s personal information will not be shared with anyone outside the research team. Confirm that de-identified data may be shared with other researchers. [*For projects that collect sensitive and identifiable data*]We will protect the confidentiality of your research records by [*explain*].
* **Optional Participation:** Explain that participation is voluntary and ask if the subject wants to participate.
* **Contact Info:** Provide contact information for the investigator conducting the study and whom to contact with questions (if different). Also explain that the subject that as part of their review, the Wright State University Institutional Review Board has determined that this study is no more than minimal risk and exempt from on-going IRB oversight*.*