

**Informed Consent Statement for Exempt studies**

**Instructions:**

1. Include information specific to your project in the bracket areas below [].
2. Instructions are in red, be sure to delete before submitting to the IRB.
3. Delete brackets, instructions and notes before submitting to the IRB.
4. If collecting data face-to-face, researchers must present a copy of the consent information for participants to keep.
5. If collecting data online, provide participants a downloadable copy or print instructions.
   * Review Qualtrics help for adding consent as a downloadable file: <https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/rich-content-editor/insert-a-downloadable-file/>
   * Convert consent file to a pdf
   * Save the file with a name that is brief but self-explanatory
6. If collecting data online, participants must select a box agreeing or disagreeing to participate in the survey, not simply continue to survey to indicate agreement. Review Qualtrics help for adding consent to a Qualtrics survey: <https://www.qualtrics.com/support/survey-platform/common-use-cases-rc/building-a-consent-form/>
7. To document approval for an online survey create a check box on the survey for the participant to indicate consent and delete the “in person” signature lines **OR** include signature lines for the participant and person obtaining consent and delete the “online” check boxes.

NOTE: Additional information must be provided if the PI is in a supervisory role over potential participants (teacher, instructor of record, employer, supervisor, counselor, etc.) and the data collected is not anonymous. The PI must provide information regarding how participants will protected against possible feelings of coercion to participate.

NOTE: If you are obtaining identifiable student records, FERPA regulations apply. For the use of identifiable student records (grades, scores, homework, etc.) you must either obtain the direct, written consent (if adults) or the student’s parent permission (if minors), or you must obtain an exception from the local educational agency who holds the records, forward this exception to the IRB.

NOTE: Confidentiality vs Anonymity

Confidentiality - the individual can be identified directly (including by the researcher if interviewed) or through identifiers, but the researchers promise not to divulge that information;

Anonymity - the individuals cannot be identified by anyone, including researchers (interviews, by their nature cannot be anonymous).

**University of West Georgia**

**Research Information Sheet**

Study Title: [ ] include the title of your project here

You are invited to participate in a research study. The purpose of this study is to [purpose of research](describe purpose or goals in simple language). The results of the study will be used for [fulfilling an academic requirement, professional research, etc.]. Your participation in this research study is voluntary and you may decide to stop at any time with no penalty.

You will be asked to [complete a survey, complete pre-post tests, participate in an interview/focus group] (include a brief statement of what participants will do as part of your data collection). All responses will be kept [confidential] **OR** [anonymous-and will not be linked to you in any way]. Your participation should not take more than [**#**] minutes.

Survey: You may skip any questions you do not want to answer (Remove if they will not be able to skip questions). You can exit the online survey form if you want to stop completely. (Delete if not applicable)

Interview/Focus Group: The interview will be audiotaped/videotaped and transcribed, but your name will not be included on the transcription. (Delete if not applicable)

**Risks**: The risks associated with this study are [state risks - emotional, social, boredom, etc.] (describe foreseeable risksto participants. **OR** There are no foreseeable risks for participating in this research.

**Benefits**: The benefits which may reasonably be expected to result from this study are [describe any benefits to the individual or to society]. OR There are no foreseeable benefits for participating in this research.

**Future research:** De-identified data (all identifying information removed) will be saved and may be shared with other researchers. You will not be told specific details about these future research studies as the researchers will not be able to identify you to contact you regarding future research. **OR** Your data won’t be used or shared for any future research studies.

If you have any questions or concerns about the nature of this research or the survey please contact [**your name**], [**title**], [**phone number**], [**email**], [**Faculty supervisor if Student is PI**] or [irb@westga.edu.](mailto:irb@westga.edu)

I am at least 18 years old, have read the above information, my questions concerning this study have been answered and provide my consent to participate under the terms above.

If online:

\_\_\_ I agree to take part in this study \_\_\_ I do not agree to take part in this study

**Remember to print or save a copy of this consent for your records.**

If in person:

Signature of Participant Name of person Obtaining Consent

Date Date

**Please keep the second copy of this consent form for your records.**