WSU Consent Form Guidelines

All Consent Forms Must be on WSU Departmental Letterhead, including those that accompany the WSU IRB Application

Purpose of Research:
• Provide any relevant background information.
• Explain what is being studied and what the study is designed to discover or establish.
• Use everyday language; avoiding technical terms and professional jargon as much as possible.

Participant Selection:
• State the characteristics (inclusion criteria) the subject must have to be in this study.
• Identify how the subjects will be selected.
• Identify the population and number of subjects.

Explanation of Procedures:
• Describe the procedures to be followed including:
  o their purposes
  o how long they will take
  o their frequency
• Describe questionnaires, surveys, and interviews.

Risk, Stress, or Discomfort:
• Describe any risks, discomforts and inconveniences that may reasonably be expected and how they will be handled. You may think there will be no risks, but use words such as “anticipated” or “expected,” thus allowing for any unforeseen stress or discomfort.

Benefits:
• Describe the anticipated benefits of this research for individual subjects and/or society.

Confidentiality:
• If you will be releasing information to anyone for any reason, you must:
  o State the persons or agencies to whom the information will be given
  o The nature of the information to be given
  o The purpose of the disclosure
• Who will have access to identifiable data?
• How are you protecting the confidentiality of your subjects?

Refusal/Withdrawal:
• Include statement that subject may refuse to answer questions.
• Include statement that subject may withdraw at anytime or refuse to participate.
Participation Compensation:
- If applicable, describe how the subject will be compensated (i.e., college credit, financial, etc.).
- Include a statement detailing any alternatives to taking part in the study (i.e. extra credit project, etc.).
- For college student participation, include a statement about providing them feedback on the results when the research has been completed.

Compensation for Treatment:
- Applies **ONLY** if research-related injury (physical, psychological, social, financial, or otherwise) is possible in this research that is more than minimal risk and/or research that involves physical activity. If this does not apply to your research, then disregard this section.
- If it does apply, include this statement:
  - “Wichita State University does not provide medical treatment or other forms of reimbursement to persons injured as a result of or in connection with participation in research activities conducted by Wichita State University or its faculty, staff, or students. If you believe that you have been injured as a result of participating in the research covered by this consent form, you can contact the Office of Research Administration, Wichita State University, Wichita, KS 67260-0007, (316) 978-3285.”

Contact Information:
- Include statement referencing any questions about the research and include PI and student’s (if applicable) name, address and phone.
- Include the following information as well:
  - “If you have questions pertaining to your rights as a research subject, you can contact the Office of Research Administration at Wichita State University, Wichita, KS 67260-0007, (316) 978-3285.”

Subject Participation:
- Include a statement such as:
  - “You are under no obligation to participate in this study. Your signature indicates that you have read the information provided above and have voluntarily decided to participate. You will be given a copy of this consent form to keep.”
- Provide Subject, Researcher, and Parental (when applicable) signature and date lines.

General Suggestions:
- Ensure your language and font size are appropriate for your intended population.
- Check all grammar, punctuation, and spelling.

*If you would like to view samples of Consent Forms, please go to the ORA website [www.wichita.edu/ora](http://www.wichita.edu/ora) and click on “Forms.”*