Informed Consent Template

Annex for Human Subjects Review

Please modify this consent form so that it is appropriate for your study. This includes making certain the letter is culturally appropriate, in a language comprehensible to participants, at a reading level they can understand, etc. In some cases, this text may serve as the basis for a verbal consent process. Please delete or modify any text in brackets/italics. Please note that you may reduce the length of the letter to make it more accessible for your participants so long as the core requirements listed in the template are met.

(Delete text above for your final form)

## PARTICIPANT INFORMED CONSENT FORM

###### Title Of the Study:

###### Researcher Name:

*My name is … I am a student with the SIT … program.*

*I would like to invite you to participate in a study I am conducting (for partial fulfillment of my MA in … or as part of the Study Abroad Program in …). Your participation is voluntary.*

*Please read the information below, and ask questions about anything you do not understand, before deciding whether to participate. If you decide to participate, please sign this form and you will be given a printed or electronic copy of this form.*

###### OR

*Please listen to the information, and ask questions about anything you do not understand, before deciding whether to participate. If you decide to participate, please give consent orally either at the beginning of the recording or in another form of documentation (e.g., “You may say “yes” if you consent, and I will record it in my field notes”).*

###### Purpose of the Study

State what the study is designed to assess or establish. Technical or complicated language should be avoided. Participants should be able to easily understand the purpose of the study and that it is research.

*The purpose of this study is to…*

###### Study Procedures

Describe what you will ask the respondent to do, how much time it will take, and where the study data collection (interview, focus group) will take place. If applicable, clearly state whether participants will be photographed and/or audio/video-recorded. Clarify if the participant can still participate in this research study if they do not wish to be audio/video-recorded or photographed.

*Your participation will consist of … and will require approximately … of your time.*

###### Potential Risks and Discomforts

Describe any reasonable, foreseeable risks – risks may be social, psychological, economic, and legal in nature – discomforts, and inconveniences, and how these will be minimized. If there are no anticipated risks, state so.

*There are no foreseeable risks to participating in this study and no penalties should you choose not to participate; participation is voluntary. During the interview (focus group) you have the right not to answer any questions or to discontinue participation at any time.*

###### Potential Benefits to Participants And/or To Society

State any anticipated benefits to the participant or others/society that may reasonably be expected from the study. If there are no direct benefits to the participant, the researcher may tell the participant what they hope to learn, how that knowledge will contribute to the field of study, or how the knowledge might benefit others if such a case can be made.

###### Payment/Compensation for Participation

State whether the participant will receive payment/compensation or any other form of compensation and describe. If no compensation is involved, remove the section.

###### Confidentiality

Describe the extent, if any, to which confidentiality of records identifying the participant will be maintained. The description must also a full disclosure of any state-mandated reporting requirements (e.g., suspicion of child abuse, neglect, or harm to others). State and international requirements vary, as such the researcher needs to be aware of that specific information.

Describe how you will maintain the confidentially or anonymity of your respondents during data collection, after the study is finished, and in the presentation or publication of your research.

* Describe who will have access to these data.
* Describe how will personal information, research data, and related records will be stored to prevent access by unauthorized people (e.g., Will data be kept in a locked cabinet, or if in a computer, is data password protected?).

Explain when audio/video-recordings or notes will be erased or discarded. If data will be anonymized (e.g., by associating codes with names) explain how. Explain how you will protect the research participant’s identity when the results are presented or published.

*Any identifiable information obtained in connection with this study will remain confidential…. I will (explain in detail how you will protect these data).*

*When the results of the research are published or discussed in conferences, no identifiable information will be used.*

###### Future Use of Data

Include a statement on whether the data will be used for future research studies: if your research involves collection of private identifiable information, explain that identifiers might be removed and the information could be used for future research studies or shared with another researcher without additional consent from the participant, if the opportunity arises to use it in the future studies.

###### Or

Include a statement that the participant’s information collected in this study, even if identifiers are removed, will not be used for future research studies or distribution.

###### Voluntary Participation and Withdrawal

Your participation is voluntary. Your refusal to participate will involve no penalty or loss of benefits to which you are otherwise entitled. You may withdraw your consent at any time and discontinue participation without penalty. You are not waiving any legal claims, rights or remedies because of your participation in this research study.

###### Researcher’s Contact Information

If you have any questions or want to get more information about this study, please contact me at (email) or my advisor/supervisor at (

email).

###### Rights Of Research Participant – IRB Contact Information

In an endeavor to uphold the ethical standards of all SIT proposals, this study has been reviewed and approved by the SARB or SIT IRB. If you have questions, concerns, or complaints about your rights as a research participant or the research in general and are unable to contact the researcher please contact the Institutional Review Board at: irb@sit.edu

*School for International Training, Institutional Review Board, 1 Kipling Road, PO Box 676, Brattleboro, VT 05302-0676, USA* [*irb@sit.edu*](mailto:irb@sit.edu)*, +001-802-258-3132*

“I have read the above and I understand its contents and I agree to participate in the study. I acknowledge that I am 18 years of age or older.”

*Participant’s Signature Date*

*Researcher’s Signature* *Date*

###### Optional Study Elements

This section should include other explicit consents for optional elements of the research procedures, such as audiotaping, videotaping, storing photographs for future use, or using the subjects’ actual name in research publications.

Examples:

###### Consent to Quote from Interview

I may wish to quote from the interview with you either in the presentations or articles resulting from this work. If a pseudonym will be used, include this statement: A pseudonym (fake name) will be used in order to protect your identity.

Initial one of the following to indicate your choice:

(initial) I agree to consent to quote from an interview

(initial) I do not agree to consent to quote from an interview

###### Consent to Audio-Record Interview

Initial one of the following to indicate your choice:

(initial) I agree to consent to audio record an interview

(initial) I do not agree to consent to audio record an interview

###### Consent to Have Recordings Played in Public (if relevant)

I may wish record the interview with you and play that recording in public, either a conference or classroom presentation.

Initial one of the following to indicate your choice:

(initial) I agree to consent to audio record an interview and that the recording be used in a conference (classroom) presentation.

(initial) I do not agree to consent to audio record an interview and that the recording be used in a conference (classroom) presentation.