

Consent Form Checklist

Institutional Review Board

| YES | NO | N/A | CHECKLIST |
|-----|----|-----|--|
| | | | 1. Is the consent form written in everyday (“lay”) language? |
| | | | 2. Is it free of any language that requires the subjects to waive their legal rights, including any release of the investigator, sponsor or college or its agents from liability for negligence? |
| | | | 3. If minors are included in the study, is provision made for obtaining parental consent? |
| | | | 4. Does the consent form include each of the following basic elements of informed consent? |
| | | | a. an explanation of the purposes of the research and the expected duration of the subject’s participation. |
| | | | b. A description of the procedures to be followed. |
| | | | c. A description of any benefits to the subject or others. |
| | | | d. A description of any reasonably foreseeable risks or discomforts. |
| | | | e. A statement describing the extent to which confidentiality of records identifying the participant will be maintained. |
| | | | f. Information regarding whom to contact for answers to questions about the research study and the research subject’s rights. |
| | | | g. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits, and the participant may discontinue participation at any time without penalty or loss of benefits. |
| | | | h. Appropriate FERPA notice and waivers (if appropriate). |

If there was a “NO” response to any of the above questions, the consent form must be revised accordingly, unless the investigator can satisfactorily justify why it is appropriate without revision.