

## South Georgia College Adult Participant Consent Form

The form below is for use in *Non-Exempt Studies with Adult Participants*. If you are using children in your study you should **not** use this form in attaining their assent, rather you should use the *Assent Form*. If you believe your study is exempt from all informed consent requirements, and have documented such, you need not complete the form, except for providing the title of the research and checking the exemption box. **(Note to PI: This form must appear on SGC Letterhead, or copies of SGC Letterhead).**

***General instructions: Follow the instructions below, referring to the examples on the sample form (Form A, which precedes the blank form, Form B, which is to be distributed to participants). For each of the items below, it is important to have a thorough written description in the Consent Form AND to provide a brief oral description (or mention) in support.***

### ***Items:***

- 1. Be sure to complete the title for the research. The title should match that on the application unless there is a specific reason for an altered title (i.e. deception will be used in the research). Additionally, the participant should be told the title of the research in which they are participating.***
- 2. In non-scientific language, explain the purpose of the research. Try to fully and accurately describe the general purpose of your research project, aiming for a sixth grade reading level. You need not be specific or detailed, but your participants should be able to accurately answer direct questions about the nature of the research based on this description. Briefly describe why the participant is being asked to participate in the study, especially if their ascribed status (e.g., gender) or other status (e.g, student) makes them particularly desirable as a participant. Last, be sure to indicate the Principal Investigator (P.I.) If the research is being conducted by a student, it should be indicated . Additionally, the name of the faculty sponsor should be included, especially if they are active in the conduct or the research and will have access to the research data for the purposes of aiding in data analysis.  
In addition to this written description, provide a brief oral summary of the project.***
- 3. Indicate roughly how much time you anticipate will be asked of the participant. The time estimated should include time required for the Informed Consent process, the collection of data, and for debriefing. If multiple sessions should be required for any reason, the participant should be informed of this as well.***
- 4. Indicate what specific actions will be asked of the participant. Any actions required of the participant that are central to the research should be included. These actions include, but are not limited to, filling out surveys, logging onto websites, performing activities that are to be observed, or judging the behavior or other people. A brief, non-technical description should be provided for the participant.***
- 5. State any risks to which the participant might be subjected. If no significant physical, emotional, or psychological risks are thought to be likely, delete this item before administering the document (Document B).***
- 6. State any benefits the participants will receive from the study. For the purposes of research, benefits are considered to be any direct, non-material gains; these would only be likely in the case of interventions, where the research were conceived as directly benefitting the research***

*participants. Absent this kind of direct benefit, it should be noted what type of benefit to society (or sub-section of society) the researcher believes will benefit.*

- 7. Payment or material gain. Any direct gain of a material nature should be noted here. These are gains that are not presumed to result from the research, but are inducements given in exchange for participation. The types of payments noted here include, but are not limited to, money, gifts, grades, extra credit, or course requirement fulfillment.*
- 8. Right to leave/quit research. The participant should be informed that he or she has the right to discontinue in the research process at any time. The participant is to be asked about this (not in the form of a yes/no question) so as to ensure that he or she understands his or her rights. The researcher is to make clear that no reason for leaving the research needs to be given and that there is no penalty for leaving.*
- 9. Confidentiality. Explain that the results of the research will be kept confidential. If confidentiality is to be violated, explain the rationale behind this decision. Ensure that participants understand what is meant by confidentiality. Be precise in explaining to participants who will have control of the data, and in what way(s) the data will be publically presented.*
- 10. Contact information. Provide the participant with the contact information for the Principal Investigator (P.I.), as well as for the Chair of the IRB, at a minimum. Be sure to explain to the participant that they are free to contact either or both at any point about any questions or concerns related to the research project in which they served as a participant.*
- 11. Provide the participant with a copy of their signed Consent Form.*

**Form A: SAMPLE CONSENT TO PARTICIPATE IN RESEARCH**

**NOT TO BE USED WITH PARTICIPANTS**

**Item 1. [TITLE OF STUDY]**

**Item 2: What is the purpose of this research?**

We are asking you to be in a research study because we are trying to learn more about [insert a simple description of the study's aims and goals]. You are invited to participate in this study because you are [insert a brief explanation of why the participant was chosen]. This study is being conducted by [insert name] at South Georgia College.

**Item 3: How much time will this take?**

This study will take about [insert specific number of minutes and/or hours for the full study] of your time. You will be requested to participate [state number of occasions participant will be requested to be present].

**Item 4: What will I be asked to do if I agree to participate in this study?**

If you agree to be in this study, you will be asked to [insert specific information; for example, fill out a survey, complete an interview]. [If there are multiple aspects of the research, be sure to include a description of everything they will be required to do for research participation, i.e. I will record your interview on audio tape and transcribe it later to get an accurate record of what you said.]

**Item 5: What are the risks involved in participating in this study?**

Being in this study does not involve any risks other than what you would encounter in daily life [Delete this statement if it is not true, for example the research involves greater than minimal risk. In cases where such risks are present, state those risks].

**Item 6: What are the benefits of my participation in this study?**

You will not personally benefit from being in this study. However, we hope that what we learn will help [sub-group, population, or society targeted by the inquiry]. [If your study is an intervention & has potential benefits, please describe.]

**Item 7: Payments**

In exchange for your participation in this research, you will be [given course credit; paid x amount of dollars, etc]. [If no payment, state, Your participation in this study is voluntary and no offer of material goods was made in exchange for your participation.]

**Item 8: Can I decide not to participate? If so, are there other options?**

Yes, you can choose not to participate. Even if you agree to be in the study now, you can change your mind later and leave the study. There will be no negative consequences if you decide not to participate or change your mind later. [If there are alternatives (e.g., leaving class early, working on a different activity) please describe.]

**Item 9: How will the confidentiality of the research records be protected?**

The records of this study will be kept confidential. In any report we might publish, we will not include any information that will identify you. Research records will be stored securely and only the researchers will have access to the records that identify you by name. Some people might review our records in order to make sure we are doing what we are supposed to. For example, the South Georgia College Institutional Review Board, or the funding agency for the research [Insert funding agency or delete if not externally funded] may review your information. If they look at our records, they will keep your information confidential.

**Item 10: Who can I contact for more information?**

If you have questions about this study, please contact [insert your name and phone number, and email, and if appropriate the faculty sponsors name and contact information]. If you have questions about your rights as a research subject, you may contact Frank Holiwski, South Georgia College's IRB Chair at 912-260-4253 or by email at [fholiwski@sgc.edu](mailto:fholiwski@sgc.edu).

**Item 11: You will be given a copy of this information to keep for your records.**

**Statement of Consent:**

I have read the above information. I have all my questions answered. (Check one:)

- I consent to be in this study.                       I **DO NOT** consent to be in this study.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Printed name: \_\_\_\_\_

**Form B: CONSENT TO PARTICIPATE IN RESEARCH**

[TITLE OF STUDY]

**What is the purpose of this research?**

**How much time will this take?**

**What will I be asked to do if I agree to participate in this study?**

**What are the risks involved in participating in this study?**

**What are the benefits of my participation in this study?**

**Payments**

**Can I decide not to participate? If so, are there other options?**

**How will the confidentiality of the research records be protected?**

**Who can I contact for more information?**

***You will be given a copy of this information to keep for your records.***

**Statement of Consent:**

I have read the above information. I have all my questions answered. (Check one:)

I consent to be in this study.

I **DO NOT** consent to be in this study.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_