The following sample consent form is intended as a guide only. It includes the content areas necessary to provide adequate disclosures about participating in a study. Feel free to draw from this sample but be sure to customize the language for your study and your intended audience. Also, only include signature lines if you will not seek a waiver of signed consent.

1.) GENERAL SAMPLE

CENTRAL CONNECTICUT STATE UNIVERSITY

Department of [___________]
1615 Stanley Street
New Britain, CT 06050

[PROJECT TITLE]

Principal Investigator - name and position

Phone number(s) | |
e-mail address(es) | |

List other investigators and/or faculty supervisor or sponsor

Phone number(s) | |
e-mail address(es) | |

INFORMED CONSENT STATEMENT

1. Invitation to Participate and Description of the Project. As a professor/student in [CCSU department/academic program] I am/we are conducting a study on [topic] in order to further our understanding of this topic. We are asking you to participate in the study.

Describe how participant was identified or how their contact information was obtained if it is not obvious. Your participation in the research study is voluntary. Before agreeing to be part of this study, please read and/or listen to the following information carefully. Feel free to ask questions if you do not understand something.

2. Description of Procedure. If you participate in this study, you will be asked to [list and describe all procedures here; include information on the duration of involvement].

3. Risks and Inconveniences. List all risks and protections from risk here. Risks are not limited to the physical. They may also involve the potential for psychological or social injury, fatigue or other. For example, consider embarrassment or other feelings that are uncomfortable. For some studies (but not all) a statement like the following might be useful: There is a possibility that some of the questions in the interviews may make you feel uncomfortable. We will be asking you about personal things and you may feel embarrassed at times when taking about [__________]. This rarely happens, but if you do feel uncomfortable, you can do any of the following: you can choose not to answer certain questions; you can take a break and continue later, you can choose to stop the research (interview, etc.). If you wish you can call [_____] or someone else of your choosing to talk about your feelings. Please note that some of these issues may not be applicable to your study and you may have other protections from risk in place. Please describe such here.
4. **Benefits.** Describe all benefits here. Even if your study has no direct benefits to the participant you should describe the general class of benefits to accrue, such as: This study was not designed to benefit you directly, however, there is some possibility that you may learn about [ ] through your participation. In addition, what we learn from the study may help us to better understand [____________].

5. **Financial (or other) considerations:** Describe any financial or other (e.g., course credit) considerations.

6. **Confidentiality.** Describe confidentiality arrangements. For example, if applicable you may state: Any and all information obtained from you during the study will be confidential. Your privacy will be protected at all times. You will not be identified individually in any way as a result of your participation in this research. The data collected however, may be used as part of publications and papers related to [the research topic]. If participation is anonymous, you should note that here. If you use recordings during data collection, you should notify participants where and how long you will keep them, when and how you will dispose of them. For mandated reporters--If you can identify participants’ responses (e.g., because you are conducting face-to-face interviews) and it is possible that participants could reveal information which you are obligated to report as a mandated reporter, you can state: There is one exception to confidentiality we need to make you aware of. In certain research studies, it is our responsibility to report situations of sexual misconduct (such as harassment, assault, domestic violence, etc.), child abuse, child neglect, or any life-threatening situation to appropriate authorities. However, we are not seeking this type of information in our study, nor will you [or your child] be asked direct questions about these issues.

7. **Voluntary Participation.** Your participation in this study is entirely voluntary. You may refuse to participate in this research. Such refusal will not have any negative consequences for you. If you begin to participate in the research, you may at any time, for any reason, discontinue your participation without any negative consequences.

8. **Other considerations and questions.** Please feel free to ask any questions about anything that seems unclear to you and to consider this research and consent form carefully before you sign.

Authorization: I have read or listened to the above information and I have decided that I will participate in the project described above. The researcher has explained the study to me and answered my questions. I know what will be asked of me. I understand that the purpose of the study is [____]. If I don't participate, there will be no penalty or loss of rights. I can stop participating at any time, even after I have started.

I agree to participate in the study. My signature below also indicates that I have received a copy of this consent form.

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<tr>
<th>Participant’s signature</th>
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<td>Name (please print)</td>
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<td>Date</td>
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</table>

The participant will be given one copy of this consent form. One copy of this form is to be kept by the investigator for at least five years.

If you have further questions about this research project, please contact the principal investigator, [name, at (860) 832-xxxx, e-mail: ] or faculty supervisor [if different, name, at (860) 832-xxxx, e-mail: ]. If you have questions about your rights as a research participant of if you have a research related complaint, please contact the CCSU IRB Administrator at (860) 832-xxxx or by e-mail at irb@ccsu.edu.
2.) EDUCATION SAMPLE

CENTRAL CONNECTICUT STATE UNIVERSITY Institutional Review Board

Department of Literacy, Elementary, & Early Childhood Education

(Em)PowerPoint: Exploring Teacher Perceptions of a Tired Technology Awakening Disciplinary Literacy Success

Principal Investigator –

INFORMED CONSENT STATEMENT

1. Invitation to Participate and Description of the Project. As a professor in CCSU’s Department of Literacy, Elementary, & Early Childhood Education, I am conducting a study on non-traditional uses of presentation software (e.g., PPT, Google Slides) as a tool for literacy instruction in content area classes. I hope to further my understanding of this tool, (Em)PowerPoint, which was coined and embraced by a small group of educators, all of whom will act as co-researcher-participants. Though you have already agreed to act as a co-researcher-participant in this study, as the Principal Investigator, I am also officially asking you to participate in the study and therefore request your written consent.

You have been identified as a potential participant because you are a talented in-service middle school teacher who is currently exploring and interested in non-traditional uses of presentation software as a tool for literacy instruction in the content areas, particularly when used in the hands of students. Through academic conversations with you by phone, in person, at conferences, and/or via Google Hangout meetings with a group of interested educators, I learned that you plan to integrate presentation software into your instruction as part of the normal course of your teaching plans in the spring of 2016. Your participation in the research study is voluntary. Before agreeing to be part of this study, please read and/or listen to the following information carefully. Feel free to ask questions if you do not understand something.

2. Description of Procedure. If you participate in this study, you will be asked to share information about your self-designed literacy project that includes the use of (Em)PowerPoint. Participation in this study will not interfere with the normal course of your teaching plans, spring 2016, since it involves no observations of or obligations on the part of your students. As a participant, you are asked to do the following:

- **Report on your teaching by gathering “coursework documents”** of three varieties (Student Work Samples, Teacher-Designed Materials, Teacher’s Anecdotal Notes) throughout the duration of your project—i.e., through the end of spring semester 2016. Choice and amount of “Coursework Documents” collected is yours; we impose no requirements or limits. Documents are to be saved digitally in a simple Google Slides format, created by and agreed upon by co-researchers

- **Participate in a Semi-Structured Audio-Recorded Interview** conducted by the Principal Investigator after your project is completed and you have had time to review your Google Slides documents. Interview questions will be provided in advance of the interview, and Google Slides will be available during the interview to optimize informal yet scholarly conversation and professional self-reflection and to minimize any potential stress.

- **Participate in Initial Data Analysis** as much or as little as you wish, with co-researchers. This analysis will address Research Questions and draft questions for participants’ further discussion. (Analysis begins May 2016 and may continue through November 2016.)

- **Participate in a Focus-Group-Type Video-Recorded Discussion** with co-researchers-participants facilitated by the Principal Investigator or a qualified disinterested third party. This discussion will take place between May 2016 and October 2016 at an agreed-upon, convenient location. It will last approximately one hour—not longer than two hours. It will be facilitated to optimize informal yet scholarly conversation/learning and professional self-reflection and to minimize any potential stress.
• **Participate in Further Data Analysis** as much or as little as you wish, with co-researchers. (Analysis begins May 2016 and may continue through November 2016).

3. **Risks and Inconveniences.** There is minimal possibility that some of the questions in the interview or focus group-type discussion may make you feel uncomfortable (though participants will actually help draft the group discussion topics). If you are asked about anything that makes you feel embarrassed or uncomfortable, you can do any of the following: you can choose not to answer certain questions; you can take a break and continue later; you can choose to stop the research (interview, etc.).

4. **Benefits.** This study was not designed to benefit you directly, however, through your participation, there is good possibility that you may extend your learning about teaching content area literacy, uses of technology in literacy instruction, and areas of content area literacy that may benefit from (Em)PowerPoint. In addition, what we learn from the study may help us to begin to better understand ideological disparities in discourses, expectations, and instruction offered to different populations of students.

5. **Financial (or other) considerations:** There are no financial or course credit considerations related to participation in this study.

6. **Confidentiality.** Any and all information obtained from you during the study will be confidential. Your privacy will be protected at all times. You will not be identified individually in any way as a result of your participation in this research unless you so choose to identify yourself. The data collected, including transcripts of audio-recordings and video-discussions may be used as part of publications and presentations related to literacy research. Transcripts of audio-recorded interviews and video-recorded discussions will be used as data. (Audio clips and/or video clips will only be considered for use in public presentations with additional signed consent below.)

7. **Voluntary Participation.** Your participation in this study is entirely voluntary. You may refuse to participate in this research. Such refusal will not have any negative consequences for you. If you begin to participate in the research, you may at any time, for any reason, discontinue your participation without any negative consequences.

8. **Other considerations and questions.** Please feel free to ask any questions about anything that seems unclear to you and to consider this research and consent form carefully before you sign.

**Authorization:** You have read or listened to the above information and you have decided that you will participate in the project described above. The researcher has explained the study to you and answered my questions. You know what will be asked of you. You understand that the purpose of the study is to investigate non-traditional uses of presentation software (e.g., PPT, Google Slides) as a tool for literacy instruction in content area classes. If you choose not to participate, there will be no penalty or loss of rights. You can stop participating at any time, even after you I have started.

**I agree to participate in the study. My signature below also indicates that I have received a copy of this consent form.**

Participant’s signature: ______________________________

Name (please print)__________________________________ Date__________

Researcher/Associate signature: ______________________________

Name (please print)__________________________________ Date__________
You consent to audio clips and/or video clips of your participation in this study which may be for use in public presentations. My signature below also indicates that I understand that the PI will make every reasonable effort to contact me with specific details if this is to take place.

Participant’s signature_________________________ Name (please print) ___________________________ Date _________

PI’s signature_________________________ Name (please print) ___________________________ Date _________

The participant will be given one copy of this consent form. One copy of this form is to be kept by the investigator for at least five years. If you have further questions about this research project, please contact the principal investigator. If you have questions about your rights as a research participant of if you have a research related complaint, please contact the IRB Administrator at 860-832-xxxx or irb@ccsu.edu
3.) EXERCISE SCIENCE SAMPLE

CENTRAL CONNECTICUT STATE UNIVERSITY

Department of Physical Education and Human Performance
1615 Stanley Street
New Britain, CT 06050

How effective is Speed fitness training program in terms of increasing an athlete’s speed in the 40-yard dash?

Principal Investigator:

Faculty Supervisor:

E-mail:

INFORMED CONSENT STATEMENT

1. Invitation to Participate and Description of the Project. As a student in CCSU Physical Education and Human Performance department, I am conducting a study on the effectiveness of Speed Fitness training program on speed in athletes in the 40-yard dash order to further our understanding of athletic development. **We are asking you to participate in the study.**

Your participation in the research study is voluntary. Before agreeing to be part of this study, please read and/or listen to the following information carefully. Feel free to ask questions if you do not understand something.

2. Description of Procedure. If you participate in this study, you will be asked to run a series of 40-yard dash races. The **40-yard dash** is a sprint covering 40 yards (36.58 m). It is primarily run to evaluate the speed of American football players by scouts, particularly for the NFL Draft but also for collegiate recruiting. You then will participate in a 4-week training program which includes running and lifting weights. After the completion of the program you will then be tested again in those same series of races. Attached is the list of exercises that will be performed during the training program.

3. Risks and Inconveniences. You will be asked to be active so your body may be at risk because of typical athletic activities. As athletes you are familiar with running and lifting weights.

4. Benefits. The benefits include being physically active, healthy, training experience and
gaining training knowledge for future use. One of the most important aspects of speed training is a focus on the 40-yard dash. Training at this distance provides the benefits of quick agility and explosive bursts of speed but running a 40 also begins to push beyond a single explosive motion and tax the heart and lungs as well as the core and hip flexors. As an athlete’s 40-yard dash time improves, training benefits begin to compound, and both strength and speed begin to increase. This study was not designed to benefit you directly, however, there is some possibility that you may learn about your sport and additional training mechanisms to ensure success through your participation. In addition, what we learn from the study may help us to better understand how to improve an athlete’s speed.

5. **Financial (or other) considerations:** There is no cash consideration with this study.

**Confidentiality.** Any and all information obtained from you during the study will be confidential. Your privacy will be protected at all times. You will not be identified individually in any way as a result of your participation in this research. The data collected however, may be used as part of publications and papers related to Speed Fitness training program. Code numbers will be assigned to the athletes so that the researcher can identify each participant. At no time will any of the participants’ personal information be released.

6. **Voluntary Participation.** Your participation in this study is entirely voluntary. You may refuse to participate in this research. Such refusal will not have any negative consequences for you. If you begin to participate in the research, you may at any time, for any reason, discontinue your participation without any negative consequences.

7. **Other considerations and questions.** Please feel free to ask any questions about anything that seems unclear to you and to consider this research and consent form carefully before you sign.

Authorization: You have read or listened to the above information and you have decided that you will participate in the project described above. The researcher has explained the study to me and answered my questions. You understand what will be asked of you. You understand that the purpose of the study is to increase speed in athletes using the Speed Fitness training program. If you choose not to participate, there will be no penalty or loss of benefits. You can stop participating at any time, even after you have started.

**I agree to participate in the study. My signature below also indicates that I have received a copy of this consent form.**

Participant’s signature________________________________________

Name (please print)____________________________________________

Date________
The participant will be given one copy of this consent form. One copy of this form is to be kept by the investigator for at least five years.

If you have further questions about this research project, please contact faculty supervisor Dr.______, phone/email. If you have questions about your rights as a research participant or if you have a research related complaint, please contact the IRB Administrator at irb@ccsu.edu or (860) 832-xxxx.
4.) PSYCHOLOGICAL SCIENCE SAMPLE

CENTRAL CONNECTICUT STATE UNIVERSITY
1615 Stanley Street
New Britain, CT 06050

Video game enjoyment, attitudes, and satisfaction

Principal Investigator –
Phone number(s)
e-mail address(es)

Faculty supervisor –
Phone number(s)
e-mail address(es)

INFORMED CONSENT STATEMENT

1. Invitation to Participate and Description of the Project. You are being asked to participate in a study about attitudes, emotions, and satisfaction towards video games. You volunteered to attend today's session through your enrollment in the SONA online recruitment system. Your participation in the research study is voluntary. Before agreeing to be part of this study, please read the following information carefully.

2. Description of Procedure. If you participate in this study, you will be asked to report demographic information, video game preference and use. You will be asked to watch a short video clip then play a video game and answer questions about your enjoyment, attitudes, and emotions about the game. The study should last about 45 minutes to 1 hour.

3. Risks and Inconveniences. There is minimal risk associated with this study. The video game is a “first person shooter” game with scenes of violence. The media clip may contain graphic images which may evoke negative emotions, or distress. You are able to stop the study at any time, by indicating your desire to do so to the researcher, and if needed, you will be directed to the University’s Counseling and Wellness Center located in xxxx, Room xxx for further assistance. Phone number (860) 832-xxxx.

4. Benefits. This study was not designed to benefit you directly. However, this study may help improve understanding of the impact of video games on our thoughts and behaviors. You may also learn about how psychological research is conducted through your participation.

5. Financial (or other) considerations: You will receive two SONA credits for your participation.

6. Confidentiality. All information obtained from you during the study will be confidential and no personally-identifiable information will be recorded in our data file. Your name will be used to provide you with SONA credit, but it will not be associated with any data we collect. The data collected however, may be used as part of publications and papers related to this topic, as well as for my Master’s thesis.
7. **Voluntary Participation.** Your participation in this study is entirely voluntary. You may refuse to participate in this research. Such refusal will not have any negative consequences for you. If you begin to participate in the research, you may skip questions or at any time discontinue your participation without any negative consequences. If needed, you will be directed to the University’s Counseling and Wellness Center located in xxxxx, Room xxx for further assistance. Phone number (860) 832-xxxx.

8. **Other considerations and questions.** Please feel free to ask any questions about anything that seems unclear to you and to consider this research and consent form carefully before you sign.

Authorization: You have read the above information and you have decided that you will participate in the project described above. The researcher has explained the study to me and answered my questions. You know what will be asked of you. You understand that the purpose of the study is to examine how video games can impact your attitudes, enjoyment, and satisfaction. If you choose not to participate there will be no penalty or loss of benefits. You can stop participating at any time, even after you have started.

I agree to participate in the study. My signature below indicates that I have been offered a copy of this consent form for my records and that I am at least 18 years of age or that I have filed a parental consent form with my instructor.

Participant’s signature_________________  Researcher signature_________________

Name (please print) ____________________________  Name (please print) ____________________________

Date_________________________  Date_________________________

The participant will be given one copy of this consent form. One copy of this form is to be kept by the investigator for at least 5 years.

If you have further questions about this research project, please contact the principal investigator ——— at (phone number), e-mail: _______ or faculty supervisor, ________, at (phone number), e-mail: _______. If you have questions about your rights as a research participant or if you have a research related complaint please contact the IRB Administrator at (860) 832-XXX or irb@ccsu.edu.
5.) READING AND LANGUAGE ARTS SAMPLE

INFORMED CONSENT STATEMENT

Description of the Teacher Research Project: Fall semester 20xx, with informed consent, students in sections ___ and ___ of Reading 588, Teaching Children’s Literature, will participate in a teacher/research project which examines their response and analysis of an international book entitled The House, illustrated by Hans Christian Andersen Award winning illustrator, Roberto Innocenti, and authored by renowned American poet, J. Patrick Lewis. In particular, it will examine the instructional implications of Close Reading Cyberlessons as a vehicle to support students to think deeply about texts. In my role as teacher/researcher I am requesting your permission to use all work samples and artifacts related to this project as data for analysis, presentations and publications.

Description of Procedure. The research spans approximately 2 to 3 weeks and is aligned with course content, course and program objectives for RDG 588. As part of our work this semester we will be studying picture books in light of visual, literary and artistic, cultural and multimodal and metafictive dimensions. Students will engage in a Close Reading Literature Cyberlesson that will provide an opportunity to apply previously taught concepts. The Cyberlesson is designed to prompt you to examine the text and images closely and to think more deeply about this picture book. The Close Reading Cyberlesson is a precursor to your midterm and will pave the way for you to write an in-depth analysis of this book.

Risks and Inconveniences. NA

Benefits. While the data will not benefit you beyond the learning opportunities it provides, the findings of this study will inform educators and researchers who are interested in reader response to multimodal texts, international literature and the implementation of technologically mediated close readings of picture books.

Financial (or other) considerations: NA

Confidentiality. Any and all information obtained from you during the study will be confidential. Your privacy will be protected at all times. You will not be identified individually in any way, nor will your school or district, as a result of your participation in this research. Data will be reported in aggregate to protect confidentiality participants, classrooms, schools and districts.

Voluntary Participation. Your participation in this study is entirely voluntary. You may refuse to participate in this research. Such refusal will not have any negative consequences for you. If you begin to participate in the research and decide that you do not want the teacher/researcher to use your data in the study, you may do so at any time, for any reason, without any negative consequences.

You will have the option of an alternate assignment which will address the same course, learning and program standards that will be comparable in scope to the research project.

Other considerations and questions. Please feel free to ask any questions about anything that seems unclear to you and to consider this research and consent form carefully before you sign.

Authorization: I have read the above information. I understand the purpose of the study. I understand that there will be no penalty or loss of rights if I choose not to participate. I
understand that confidentiality will be respected, and data will be reported to preserve confidentiality.
I have decided that I will participate in the project I agree to participate in the study. My signature below also indicates that I have received a copy of this consent form.

Participant’s signature________________________

Name (please print)__________________________

Date_______
Researcher signature________________________

Name (please print)__________________________

Date_______
The participant will be given one copy of this consent form. One copy of this form is to be kept by the investigator for at least five years.
If you have further questions about this research project, please contact the principal investigator’s Professor______ at Phone/email. If you have questions about your rights as a research participant or if you have a research related complaint, please contact the IRB Administrator at (860) 832-XXX or irb@ccsu.edu.
ADDITIONALLY- Below is an example of a parental information letter in cases where consent is not needed.

Dear parents and guardians,

I am currently writing my graduate thesis in mathematics at Central Connecticut State University. The topic of my thesis is Creating a School-Wide Intervention Program Using the Cognitively Guided Instructional Approach. In implementing this intervention program, I, along with the classroom teachers and mathematics tutors, hope to develop an effective mathematics instructional program to help children develop a good conceptual and problem-solving ability in mathematics. The cognitively guided instructional approach includes interviews with the children related to how well they enjoyed the program and how well they learned mathematics. I wanted to make you aware this is going on in the school, and if you have any questions please contact me at_____. If you include your phone number, I will be able to call you back.

Thank you,