INSTRUCTIONS: Delete this section before sending to the IRB office with your application.
The language should be modified as appropriate for your study. Provide relevant information in the sections below, replacing italicized directions/guidance (anything in this font color) with information specific to your study, and deleting sections that do not apply to your research.

I am/we are asking you to participate in a research study titled *"TITLE". I/We* will describe this study to you and answer any of your questions. This study is being led by *Name of PI, Department at Bowdoin College. The* **Faculty Advisor for this study is** *(if PI is a student) Name, Department at Bowdoin College.*

What the study is about
The purpose of this research is to….
Provide a clear, concise explanation in lay language of the purposes of the research, including prominent use of the term "research." (Note: the IRB can waive this element if the study requires deception. In such cases, a debriefing statement should also be used to inform participants at an appropriate time after their involvement in the study.)

What we will ask you to do
I/We will ask you to…
Explain in simple, non-scientific language what will happen to the participant or what s/he will be asked to do in the study. Describe the participant time commitment for each component. All procedures listed in the IRB application and funding proposal should be described, and any experimental procedures (interventions, manipulations, treatments) specifically noted.

Risks and discomforts
In simple, non-scientific language, describe any reasonably foreseeable risks or discomforts:

- *Legal risks (e.g., possibility of discovering activities that may require reporting to authorities, possibility of being arrested)*
- *Physical risks (e.g., nausea, muscle aches, rashes, infection, discomfort)*
- *Social or economic risks (e.g., breach of confidentiality; effect on financial standing, employability, or insurability)*
- *Emotional risks (e.g., feelings of sadness or anxiety)*

***If there are no known risks**, state: I/We do not anticipate any risks from participating in this research.*

Benefits
Describe any probable benefits of participation. Be sure to distinguish between a likely direct benefit (e.g., from therapeutic or intervention research) and a possible indirect benefit (e.g., reflecting on an experience may lead to a better understanding of oneself). ***If there are no direct benefits, indicate that there are none.***

Describe the expected benefits to society or scientific knowledge: e.g., "…information from this study may benefit other people now or in the future…" or "…we hope to learn more about _____ …"

Note: Compensation, financial incentives, learning about how experiments are conducted, receiving a gift, or earning extra credit for being a research participant are not "benefits" and should not be listed here.

Compensation for participation

Indicate whether the participant will receive compensation or extra credit for being in the study. If participants will not receive any compensation, state this. If students will receive course credit for participation, ways of earning credit without participating in the research should be mentioned here.

Audio/Video Recording

If audio and/or video recording devices will be used, explain why these are needed and what will be done with them upon completion of the research (kept indefinitely, archived after transcription, destroyed after X years).

ONLY IF USING A SIGNED CONSENT, provide a separate signature line for the participant to be audio/video recorded, if the recording is optional for participation. For example:

Please sign below if you are willing to have this interview recorded *(specify audio or video)*. You may still participate in this study if you are not willing to have the interview recorded.

☐ I do not want to have this interview recorded.
☐ I am willing to have this interview recorded:

Signed: _____
Date: _____

If you will take photographs or make audio, video, or other recordings that you want to use for activities beyond research analysis (publications, presentations, other promotional purposes), include a section that:

- *Informs the participant that you are making a [type(s) of media used] recording in which the person's name, likeness, image, and/or voice will be included;*
- *Asks the participant to grant you the right to make, use and publish recordings in whole or in part in media forms now known (such as film, slides, and digital audio) or developed in the future. This includes the right to edit or duplicate any images/recordings;*
- *Explains the limitations on reproduction, distribution, performance, or display of images/recordings;*
- *Explains that the participant does not have rights to inspect or approve the finished product or printed/published matter that uses the images/recordings or versions of the images/recordings; and*
- *Explains that the participant will not receive any financial compensation for commercial and/or non-commercial (as appropriate) uses of the images/recordings.*

The same signature line above may be used for this performance release information.

Privacy/Confidentiality/Data Security

Explain briefly, and in lay terms, how you will protect the participant's privacy and/or confidentiality.

- *De-identification of data*
- *If you will de-identify data with identifiers, or keep identifying information separate from research data (e.g. signed consent forms kept separate from the survey data and the two will not be connected)*
- *If you plan to keep identifying information with the data, state this here*
- *If you are not planning to collect any identifying information at all (as in anonymous surveys).*
- *Physical security of data/research files*
- *Who will have access to identifying information*
- *How will sensitive data be kept secure in an electronic environment*

For sensitive research data with identifiers, stored in the cloud or on servers, or transmitted via the internet, consider including the following statement:

Data may exist on backups and server logs beyond the timeframe of this research project.

OR

Your confidentiality will be kept to the degree permitted by the technology being used. We cannot guarantee against interception of data sent via the internet by third parties.

Taking part is voluntary

Explain that the participant's involvement is voluntary, the participant may refuse to participate before the study begins, discontinue at any time, or skip any questions/procedures that may make him/her feel uncomfortable, with no penalty to him/her, and no effect on the compensation earned before withdrawing, or their academic standing, record, or relationship with the university or other organization or service that may be involved with the research.

If completing all research materials (e.g., answering all survey or interview questions; meeting a minimal requirement of entries in a weekly/monthly log) is required for participation, you must make this condition clear to them here. State that people can choose not to participate if they are uncomfortable with these conditions.

If you have questions

Explain how the participant can contact you with questions or concerns. A standard statement follows:

The main researcher conducting this study is *[principal investigator's name]*, a *[professor, graduate/undergraduate student, etc.]* at Bowdoin College. Please ask any questions you have now. If you have questions later, you may contact *[principal investigator's name]* at *[email address]* or at *[phone number]*.

If you have any questions or concerns regarding your rights as a subject in this study, you may contact the Institutional Review Board (IRB) at irb@bowdoin.edu.

If participants will be given a copy of this form, or some other information sheet, indicate that here.

I have read the above information, and have received answers to any questions I asked. I consent to take part in the study.

Your Signature_____ Date_____

Your Name (printed)_____

This consent form will be kept by the researcher for three years beyond the end of the study.