Instructions:

1) Fill in all required information in red text,
2) Fill in *applicable* blue sections, but delete blue underlined text,
3) Delete any blue sections that do not apply,
4) Delete this yellow highlighted section from your final version and ensure all text in this document is **black**.

(Exempt Research Template)
INFORMED CONSENT FORM
(TITLE of STUDY)

My name is (your name), and I am a (your role) at California State University, Sacramento, (School and/or Department). I am conducting this research study to (explain purpose of research at an 8th grade reading level). If you volunteer to participate, you will be asked to (participant procedures explained adequately at an 8th grade reading level). Your participation in this study will last (duration, in detail. provide the # of hours per session, # sessions per participant, etc.).

Your participation in this study is voluntary. You have the right not to participate at all or to leave the study at any time without penalty or loss of benefits to which you are otherwise entitled. There are some possible risks involved for participants. These risks are not anticipated to be any greater than risks you encounter in daily life. There are some benefits to this research, particularly that (state benefits to subjects or society (most research does **not** result in direct benefits to the participant)).

Incentives/Compensation: State if an incentive will/not be offered for participating in the study. If you are offering an incentive or compensation, such as gift cards or test results, explain what the incentive is and the requirements for receiving the incentive. Can they leave the study early or must they complete the study to receive the incentive? You must state HOW and WHEN they will receive it.

Option #1 Collecting individually identifiable information: It is anticipated that study results will be shared with the public through presentations and/or publications. Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission. Measures to insure your confidentiality are (1. How will identities be protected during reporting of results? 2. data storage procedures and 3. de-identification plan). Raw data containing infromation that can be identified with you will be destroyed after a period of (how long will you keep identifiers on the raw data?) after study completion. The de-identified data will be maintained in a safe, locked location and may be used for future research studies or distributed to another investigator for future research studies without additional informed consent from you. Raw data will be destroyed after a period of (X years) after study completion.

Option #2 Collecting completely anonymous information: It is anticipated that study results will be shared with the public through presentations and/or publications. Information collected for this study is anticipated to be completely anonymous and cannot be linked back to you. The anonymous data will be maintained in a safe, locked location and may be used for future research studies or distributed to another investigator for future research studies without

additional informed consent from you. Raw data will be destroyed after a period of (X years) after study completion.

If you have any questions about the research at any time, please contact me at (your phone or email), (or (faculty advisor name and contact info, required for students)). If you have any questions about your rights as a participant in a research project please call the Office of Research, Innovation, and Economic Development, California State University, Sacramento, (916) 278-5674, or email irb@csus.edu.

Your participation indicates that you have read and understand the information provided above, that you willingly agree to participate, that you may withdraw your consent at any time and discontinue participation at any time without penalty or loss of benefits to which you are otherwise entitled.

Please keep this form as your copy.

Children in Research: Including minors in your study? Write this form for the **parent**. Change "you" to "your child" or "your student". Exempt research can utilize an "opt-out" approach.

Change the last paragraph to read: "This is an 'opt-out' informed consent process. If you do not want your child/student to participate in this research, please contact the researcher at (YOUR CONTACT INFO). If you give your consent for your child/student to particiate you do not need to do anything. Your child/student will be asked separately if they would like to volunteer to participate. If they provide their informed consent, they will be enrolled in the study. Participation indicates that you have read and understand the information provided above, that you willingly agree to participate, that you may withdraw your consent at any time and discontinue participation at any time without penalty or loss of benefits to which you are otherwise entitled."

Create a separate child/student assent form that is an abbreviated version of this form and APPROPRIATE for their age.