Instructions for Exempt Consent:

1. Fill in all required information in red text,
2. Fill in blue sections when applicable, and delete all blue underlined text,
3. Delete any blue sections that do not apply,
4. *Do not use any jargon*, and make sure the language used is at about an *8th grade reading level*,
5. Delete this yellow highlighted section from your final version and make sure all text in this document is **black**.

**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). You are invited to participate in a research study about (explain purpose of research at an **8th grade reading level**/ DO NOT COPY AND PASTE YOUR HYPOTHESIS).

If you volunteer, you will be asked to (participant procedures explained at **an 8th grade reading level**), which will take about (duration XX minutes/hours).

If you agree to participate, you can stop at any time. This study may expose you to minor risks, but they are not expected to be any greater than risks you experience in daily life. The benefit(s) to this research (is/are: explain benefits to subjects or society **at 8th grade reading level** (most research does **not** result in direct benefits to the participant)).

Deception: Although I am avoiding a complete description of the research at this time, you will receive a full explanation after your participation. [Debrief form must include the actual purpose of the study and why they were deceived.]

Incentives/Compensation: If you are offering an incentive or compensation, like gift cards or test results, describe the incentive and what they must do to get it. Can they leave the study early or do they have to complete the study to get the incentive? You must explain HOW and WHEN they will get it.

Option 1 or 2 required:

Option #1 Collecting individually identifiable information: I intend to publish or present my results. You will not be identified in my results. I will protect your identity by: (1) grouping responses/using pseudonyms, (2) storing collected information in a protected location, and (3) removing identifiers as early as possible. Information that can identify you will be deleted or removed from the data after a period of (duration). The de-identified data will be kept in a secure location and may be used for other research studies. I will destroy the de-identified data 3 years after the study ends.

Option #2 Collecting completely anonymous information (cannot use for interviews/focus groups): I intend to publish or present my results. I am not collecting information that can identify you. The anonymous data will be kept in a secure location and may be used for other research studies. I will destroy the data 3 years after the study ends.

If you have any questions about the research, 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 implies that you have read and understand this information and that you may stop at any time without penatly.