You can use the Adult Participant consent form format required or recommended by your external IRB, but you must include content from all the areas listed in the template below and include the specific statements MSCS requires. See the Primary Data Application User Guide for more information.

The *italicized text* is sample language you can use. Insert your specific details in place of the bracketed comments in blue and in the IF NEEDED sections. You may add additional information that is required or recommended by your external IRB committee.

Tips:

- Do not assume that this example template covers all the information needed for your study.
- You must modify the content to be applicable to your study.
- Adjust formatting as needed.
- Remember to remove these instructions and the guidance, highlighting, blue font, brackets, and the words "IF NEEDED" from your drafted consent form. Also, remove the IF NEEDED statements that do not apply.

Adult Participant Consent Form

Title of the Project: [Title]
Principal Investigator: [Name, credentials, institutional affiliation]
Co-investigator: [Name, credentials, institutional affiliation]
Faculty Advisor: [If the PI is a graduate student list the responsible faculty's name, credentials, institutional affiliation]
Funding Source: [List funding source or delete if unfunded]

1. Introduction and Purpose of the Study

Include a brief overview of the study, its focus, and the intended use of the results.

Only aggregated results will be reported to my thesis committee and published in my **[masters/dissertation]** *thesis*, and no participant names or personal identifiers will be released. **[Describe any other APPROVED reporting outlets.]**

2. Participant Eligibility

Provide a description of what participant characteristics are needed to be eligible for the

study and any assessment procedures participants will be asked to do are (e.g., complete a verbal or written questionnaire).

3. Description of the Research Procedures
Include a description of what participation in the study entails. List the methods/activities the participants will be asked to do.

Participants will be asked to complete **[data collection activities]** *outside of instructional time*. **[Add exceptions for class observations or other APPROVED data collection that must take place during the school day]**

IF NEEDED, include that the interview/focus group will be audio recorded and make clear whether they can participate in the study if do not consent to being recorded.

Also, include what data will be collected by researcher and/or be provided by MSCS RPM (i.e., if you are requesting secondary data)

Provide specifics about time commitment, study duration, and meeting times and places. Indicate the location where procedures will take place (e.g., online, at school, or other setting), and the amount of time for each procedure. Also note total amount of time required for study participation.

4. Potential Risks and Discomforts
In this section include any potential risk or discomforts, and how those risks will be addressed if they arise. If you believe there are no risks involved, since there is never a guarantee, state that there are "no known risks."

5. Potential Benefits
Include an explanation about potential benefits of the study, for participating in the study, both direct/individual (if there are no direct benefits, make this clear), and indirect/general benefits to society or scientific knowledge.

6. Confidentiality In this section let the participant know the degree of personal information being collected and how you will secure and protect the disclosure of individual names/personally identifiable information and/or other data collected in this study. Explain security measures (e.g., storage, coding, encryption, and limited access to study records) you will take for the data collected.

No data or findings will be shared that identify MSCS, schools, or individual participants by name. **[Add other APPROVED presentation/publication plans here].**

7. Compensation In some studies participants will receive some type of compensation. This could be in the form of money, gift cards, or items. In this area you must state if there

is, or isn't, compensation. If so, explain in what form and when it will be issued.

If no payment, state: *You will not be paid or receive any other compensation for being in this study.*

Or if payment, state: *You will receive* **[e.g., amount of money, gift cards with their value]** *as a thank-you for the time and effort to take part in this study.* **[Briefly explain how/when compensation will be dispersed.]**

8. Voluntary Participation and Authorization Participants need to be made aware that they do not have to participate in the study, and that it is fully voluntary If they decide not to participate they must be informed that it will not affect any relationships they have with the researcher and/or their position and opportunities in MSCS.

9. Withdrawal from the Study and/or Withdrawal of Authorization Participants also need to know that they can withdraw at any point if they choose not to continue without penalty. In this section you can put in a withdrawal process, such as they need to inform the research(s) in writing. Additionally, if appropriate to the study, if data has already been collected, they can be informed that anything collected prior to withdrawal will be included in the study.

10. Consent Statement and Agreement Include a statement and a way for participants to acknowledge that they voluntarily agree to participate in the study and IF NEEDED be audio recorded. Provide a place for them to print and sign their name (unless promising anonymity) and enter a date. State that you will give them a copy of the completed form or a way to save an electronic one.

If using an electronic consent form (with names and signatures) for an online survey and promising anonymity, you must have participants submit the consent form separately from the survey responses. Another option is to remove the name/signature requirements and add instructions for how participants will indicate consent, such as clicking "I Agree," "Next," "Continue," etc.