Research Consent Form

Introduce yourself/research team/faculty advisor and your connection to Miami. Briefly describe the reason for conducting the research, e.g. We are conducting this survey to help understand... whatever it is you are studying. Use the title if that is explanatory. Mention that participation is voluntary.

Briefly describe the activities of subjects., e.g. a 20 minute survey, a 1 hour interview, running on a treadmill. Describe the type of data that will be collected (notes, audio recordings, video recordings etc).

Describe the degree of confidentiality that is inherent to the research design and how that will be accomplished. For example, names or other identifying information will not be noted in the data. Or, the researcher will have a list linking the data to identity using a code number, but that list will only be available to the researcher and stored separately from the data.

Discuss risk and how that risk will be minimized. For example: “The research involves an online survey, The survey software will be communicating with your computer and recording data that could identify the computer through the IP address. However, the IP address will not be reported to the researcher.” Include an estimate of the number of subjects.

Describe to the subjects how the data will be presented publicly, e.g. “Although identifying information will be collected, the data will be analyzed for all subjects and presented in aggregate summary form. Data will not be presented in a way that the individuals could be identified. Quotations will only be used with your permission.”

Describe that the subjects can withdraw from the research and how they would do so. If there is a distinction between participation for non-research purposes (e.g, school lunch program) and research activities (an evaluation of the program), emphasize that participation in the program would not be effected by a decision not to consent to research participation.

Provide contact information and phrase it like this: For questions about the research, please contact me (email address and phone number) or my faculty advisor (email address). For questions or concerns about the rights of research subjects or the voluntariness of this consent procedure, please contact the Research Compliance Office at Miami: (513) 529-3600 or humansubjects@miamioh.edu.

Assurance/consent section:
If you agree to participate in this research/allow collection information from or about your child for this research project: add Title, Please sign below, detach the signature section and return to us. Please keep the information above for future reference.

Subject Name (Printed)

Subject/Legal Guardian Signature Date

Sometimes include check/initial boxes for agreeing to specific procedures, e.g:

☐ I agree to allow the interview to be video taped and that the images are collected only for accurate note-taking and will never be used publicly unless I give explicit permission.

Note: this is not a contract so do not imply a commitment by the subject, also, please do not use the word “understand” or imply by signing that the subject/guardian understands the project.
For the research description in the application, describe in some detail how you are going to accomplish what has been agreed to in the consent form. Consult the guidance document provided with the application. In addition, consider this:

Q1: Risk/cost should be outweighed by benefit. Describe benefits to society.
Q2: Describe the people from whom data is to be collected. Consider and identify the vulnerabilities of these people. About how many subjects will there be? What population is to be described? The IRB uses this information for risk assessment
Q3A: How will you contact the subjects? Will they feel pressured to agree (friends family, student, employee)
Q3B: Describe where you will conduct the research, this relates to risk as well as feasibility.
Q3C: How will consent/assent be presented? Will they feel like they can say no?
Q3D: Plan your research. Refer to forms, survey instruments, interview questions. The IRB uses this to evaluate study feasibility (if the research cannot practically be completed, the notion of benefit is questionable), and risk (i.e., what information you are collecting).
Q3E: Confidentiality: Given your methods, what do you need to do to accomplish the confidentiality promised by your consent form? Computer security? Could you collect the information relatively anonymously? Given the demographic information you collect, what population could the subject have been drawn from. For example, this person could be any one of 16000 Miami undergrads vs. this person could be any one of the 15 or so Miami grad that self-identify as Miami tribe members.
Q4: Describe the risks and methods to deal with issues that might arise. For example, “these interview questions might upset the subject or reveal that they have a problem that should be addressed. I will provide contact information for local resources (counseling). For social workers/teachers: e.g. “This information will be kept as confidential as the law allows. If someone is at risk of harm, as a teacher I am required by law to report this information to an appropriate authority.”

Appendices to the application include anything the subjects see and other documents supporting your research.