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**Furman University**

**Consent to Participate in a Research Study**

**Title of Study:**

**Principal Investigator:**

**What is the purpose of this study?**

* Include 3-5 sentences written in nontechnical language (8th grade reading level)“You are being asked to participate in a research study designed to...”

**If I choose to participate in a focus-group, what will happen?**

Suggested statement to begin the section: “If you agree to take part in this study, you will be asked to ….” OR “There are two parts to the research study. In the first part you will be asked to …”

[Describe the procedures to be used in the study in sequential order. If participants will be screened, describe screening procedures and major inclusion/exclusion criteria. All experimental procedures must be identified as such.]

[If the research involves questionnaires, surveys or interviews, describe the type of questions that will be asked (or the topics covered) and be sure to add the following suggested statement: “You may skip any question you feel uncomfortable answering.”]

[If relevant, disclose any alternative procedures or other courses of treatment (if any) that may be advantageous to the subject.]

SAMPLE:

* You will participate in a discussion with 5-7 other community members.
* The discussion will last approximately 45 minutes.
* A discussion leader will ask questions about your thoughts on the bridge.
* You can ask for clarification at any time.
* You can ask questions of your own at any time.

**If I choose not to participate, or change my mind, what should I do?**

* You do not have to participate in the focus-group if you do not want to.
* You can choose to answer only some of the questions.
* You can leave the focus-group at any time.

**What are some general things you should know about research studies?**

* Your participation is completely voluntary.
* You may refuse to participate—for any reason—without penalty.
* The purpose of research is to gain knowledge that may help people in the future.
* You may not receive any direct benefit from your participation in studies.
* You will be given a copy of this consent form.
* If you have any questions, you should ask the researcher named above.

**Who will take part in this study?**

*Describe the desired characteristics of subjects including gender, age, health limitations, medical treatments, etc. If the study includes adults only, include the following suggested statement: “Subjects must be at least 18 years old to participate.”*

**What are the possible risks involved from being in this study?**

* Describe known or possible risks. If unknown, state so.
* If subject's participation will continue over time, state: “any new information developed during the study that may affect your willingness to continue participation will be communicated to you.”

**How will your privacy be protected?**

*[In this section, explain in detail the specific procedures that will be used to protect the study records and subjects’ identity. Include a statement describing how electronic files and data will be secured, maintained, and disposed of.]*

*[Suggested statement for focus groups research that is minimal risk: “Please be advised that although the researchers will take every precaution to maintain confidentiality of the data, the nature of focus groups prevents the researchers from guaranteeing confidentiality. The researchers would like to remind participants to respect the privacy of your fellow participants and not repeat what is said in the focus group to others.”]*

SAMPLE:

* Participants will not be identified in any report or publication about this study.
* No audio-recording will be made of the focus group, only handwritten notes.
* Any identifying information noted during the discussion will be deleted.
* All handwritten notes will be kept in a locked office.
* All electronic documents created from the notes will be password protected.

**Will you receive anything for being in this study?**

You will not receive anything for taking part in this study.

**Will it cost you anything to be in this study?**

There will be no costs for being in the study

**What if you are a Furman employee?**

Taking part in this research is not a part of your University duties, and refusing will not affect your job. You will not be offered or receive any special job-related consideration if you take part in this research.

**What if you have questions about this study?**

You have the right to ask, and have answered, any questions you may have about this research. If you have questions, complaints, concerns, you should first contact the researcher listed on the first page of this form.

**What if you have more questions about research at Furman University?**

All research on human volunteers is reviewed by a committee that works to protect your rights and welfare. If you have questions or concerns about your rights, or if you would like to obtain information or offer input, you may contact Brianne Pochard, Furman University Institutional Review Board Administrator, via email (brianne.pochard@furman.edu) or phone (864) 294-3468

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Name of focus-group participant Date

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Signature of focus-group participant

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Signature of Principal Investigator Date