|  |  |
| --- | --- |
| **The Claremont Colleges Services logo** | ***Descriptive Project Title* Invitation** (IRB # \_\_\_\_\_) |

[Please also insert your IRB ID# in the footer starting on p. 2. Your IRB ID# is assigned as soon as you create your protocol, before completing or submitting it.]

|  |
| --- |
| **Template Instructions**   1. Text with a turquoise background serves one of two purposes. It is either part of the embedded instructions or part of an example. Please remove or replace all such text as you prepare your own form. 2. Replace the form title in header (p. 2 onward) with your ***Descriptive Project Title*** or a shortened version of it. 3. For all instructions, PI = Primary Investigator and FS = Faculty Supervisor. 4. You may adjust the font size and font type to suit your audience. 5. **Present all elements of this form in *clear, simple, nontechnical* language.**     1. **In addition, use language suited for the *age, reading level, and culture* of the subjects you invite**.    2. A 2016 *Washington Post* article reported, “**50 percent of U.S. adults can’t read a book written at an eighth-grade level.[[1]](#endnote-1)**”    3. Some agencies and sponsors require that consent forms use language no higher than 8th grade level. Best practices suggest using 6th grade level.    4. For assent forms for minors, it is even more important to use an appropriate reading level. You should aim for a reading and developmental level appropriate for the least advanced students that might be in your sample.    5. The section headers are optional for the assent form, and, especially for younger children, it might be better to eliminate them. If you *do* use headers however, please use the ones provided. 6. **DELETE** this instructions box when you are finished preparing the form. |

Would you like to help us with our project by [completing some activity/answering some questions/etc]? Helping with our [or my] project [may/will/will probably] [not] help you, but it will help us learn about \_\_\_\_\_\_\_. You don’t have to help us. It’s your choice. If you decide to help, it will take about [# of m/h/d/w…] of your time. [Completing/answering the activity/ questions/etc] [should/will/may] [not] be dangerous/scary. You should feel about the same as you do when you do normal activities. And remember, you don’t have to help us. If you don’t feel good, you can stop whenever you want.

**Study Leadership:** This is [PI’s First and Last Name]’s project. [PI’s First and Last Name] is a [title and affiliation] at Claremont Graduate University. [For any student project, add:] Professor [Faculty Supervisor’s First and Last Name] is one of [PI’s First Name]’s teachers. Professor [Faculty Supervisor’s First and Last Name] will be helping [PI’s First Name] with the project.

**Purpose:** [Provide a specific statement of purpose in nontechnical language. Summarize, in lay language, the scientific, scholarly, clinical, and any other objective(s) of the research.]

**Eligibility:** To be in this study, you must… [State the specific inclusion/exclusion criteria.]

**Participation:** During the study, you will be asked to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Include **how long** it will take. **If applicable:** **include examples of** survey or interviewquestions, **especially** personal or sensitive questions; **describe anticipated follow-up contact**; and **describe alternatives** to participation.]

**Risks Of Participation:** The risks that you run by taking part in this study are [minimal ***or*** moderate ***or*** substantial.] [Please do not vary from this terminology except to simplify for very young children, in which case we recommend using language like what was modeled in the opening paragraph on this form. The risks include\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Describe how the researchers will manage or control the risks.] [Use of **deception** in the study should be disclosed here.]

**Benefits Of Participation:** [I **or** We] **do not** expect this project to help you. [If there are potential personal benefits, then remove “do not,” and please explain what the benefits are and indicate how probable/improbable they are. **Do NOT** count compensation as a benefit. **Do NOT** include vague and uncertain subjectivities.] This project will help [PI’s First and Last Name] learn more about [fill in, using simple terms, what you are studying. You may also indicate how the researcher expects to personally benefit from the study.] [**If applicable**: The project might also help… In simple terms, describe any likely benefits beyond the participant and researcher.].

**Compensation:** [State simply, clearly, and briefly that the subject will not be compensated or state what, how, and when the subject will be compensated.]

**Voluntary Participation:** Your mother/father/parents said it’s okay for you to help us, but you don’t have to. It’s your choice.It’s okay if you want to stop because you are scared or uncomfortable. You can stop for any other reason, too. We want your help, but no one will be upset if you don’t want to help, or if you decide to stop.

**Confidentiality:** When I/we finish the project, I/we want to tell others about it. I/we will tell them how you helped me/us, but I/we won’t tell them your name or what answers/activities/etc. are yours. I/we may let people working on other projects see your answers/activities/etc., but I/we won’t tell them that the answers/activities/etc. are yours. [or, “We will not let anyone use your answers/activities/etc. for other porjects.” Under the common rule revisions, you must state one or the other.] To make sure no one finds out what answers/activities/etc. are yours, we will keep them somewhere safe and private. Only we will be able to see your answers/activities/etc. there. [If developmentally appropriate, describe the **methods** you are using to protect your participants’ confidentiality/anonymity. If participation will be anonymous, you may replace phrases such as “but I/we won’t tell them your name” with “we will not know what answers/activities/etc. are yours”.]

[***If applicable***:] **Sponsorship**: [Sponsoring agency or agencies] is/are giving us [money/other resources] for this project.

**Further Information:** If you have any questions about this project, or if you want to know more about it, you can ask your parent(s) or us/me. If you can’t, or don’t want to, ask me/us in person, you can call me/us or send me/us a message. [Student PIs: You may also call the teacher/professor supervising/helping me with this project.]

|  |  |
| --- | --- |
| [PI’s First and Last Name]  [PI’s phone number]  [PI’s email address] | [FS’s First and Last Name]  [FS’s phone number]  [FS’s email address] |

A team of people makes sure our project is as safe as can be for the people helping us. They said this project is okay. You or your parent(s) can also ask them questions. You can call them at 607-9406. Or you can send a message to [irb@cgu.edu](mailto:irb@cgu.edu).

**Assent:** If you sign this paper [or, for online surveys: “If you check the box below”], it means that you have read this and that you want to help with the project. If you don’t want to help with the project, don’t sign this paper [or, “don’t check the box”]. Helping with the project is your choice, and no one will be upset if you don’t sign this paper [or, “don’t check the box”] or if you change your mind later.

Signature of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**If Applicable:**] The undersigned researcher has reviewed the information in this consent form with the participant and answered any of his or her questions about the study.

Signature of Researcher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Printed Name of Researcher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Strauss, V. (2016) Hiding in plain sight: The adult literacy crisis. *The Washington Post.* [*https://www.washingtonpost.com/news/answer-sheet/wp/2016/11/01/hiding-in-plain-sight-the-adult-literacy-crisis/*](https://www.washingtonpost.com/news/answer-sheet/wp/2016/11/01/hiding-in-plain-sight-the-adult-literacy-crisis/) [↑](#endnote-ref-1)