***[USE YOUR DEPARTMENT LETTERHEAD]***

***Interview Research with Adults***

**CONSENT TO TAKE PART IN A RESEARCH STUDY**

This template should be used when obtaining consent from adults to take part in non-interventional minimal-risk research that proposes to conduct interviews. If the research is being conducted to develop commercial instruments or make educational decisions, render diagnoses or clinically-actionable information about individual subjects, or is deemed greater than minimal risk, use instead the template titled Adult Consent Template for Non Interventional Research” found at <https://orra.rutgers.edu/formsandtemplatesirb>.

***INSTRUCTIONS:***

* ***[BLUE]*** *highlighted text provide instructions to guide you in constructing the consent document.*
* ***Delete all instructional text*** *prior to uploading the document to e-IRB.*
* *The consent document should be written at a 6th to 8th grade reading level.*

**TITLE OF STUDY:** [*Add the Title of the study here.]*

**Principal Investigator:** [*Add the PI’s name and credentials here (i.e. M.D., Ph.D., etc.).]*

This consent form is part of an informed consent process for a research study and it will provide information that will help you decide whether you want to take part in this study. It is your choice to take part or not. After all of your questions have been answered and you wish to take part in the research study, you will be asked to sign this consent form. You will be given a copy of the signed form to keep. Your alternative to taking part in the research is not to take part in it.

**Who is conducting this research study and what is it about?**

You are being asked to take part in research being conducted by *[insert name of PI]* who is a *[insert your role w/in Rutgers graduate student, professor, physician, etc.]* in the Dept. of *[specify].* The purpose of this study is to *[state the purpose]*.

**What will I be asked to do if I take part?**

The interviewwill take about *[state in minutes or hours]* to complete it. We anticipate *[state the #]* subjects will take part in the study. If the research plans to audio- or visually-record or photograph subjects and such recordings/images are required to take part in the research, disclose here your plans to record/photograph subjects. If recording or photographing is not required to take part in the main study, instead disclose the optional recording/photos in an addendum following the permission to take part in research signature block. Find the “Addendum Consent to Record or Photograph Subjects in Research” template at <https://orra.rutgers.edu/formsandtemplatesirb>].

**What are the risks and/or discomforts I might experience if I take part in the study?**

*[Describe in lay language any risks and/or discomforts of taking part in the research. Breach of confidentiality if data were accidentally disclosed is a possible harm. Also, if questions are sensitive, psychological stress may result. If applicable, details about where subjects may seek help—such as student health services—should be provided.]* Breach of confidentiality is a risk of harm but a data security plan is in place to minimize such a risk. Also, some questions may make you feel uncomfortable. If that happens, you can skip those questions or withdraw from the study altogether. If you decide to quit the interview your responses will NOT be saved.

**Are there any benefits to me if I choose to take part in this study?**

There no direct benefits to you for taking part in this research. You will be contributing to knowledge about *[briefly describe what you hope to learn from the research]*.

**Will I be paid to take part in this study?**

*[State whether subjects will be paid for taking part in the research. If yes, state what the form of the payment will be [gift card, name in raffle, cash, RU points, etc.], what they have to do to qualify for it [complete part or all of the interview] and when/how they will receive it [link to a gift card, mailed to them, etc., within 2 weeks.] [If subjects will not be paid:]* You will not be paid to take part in this study.

**How will information about me be kept private or confidential?**

All efforts will be made to keep your responses confidential, but total confidentiality cannot be guaranteed. *[Choose only the text that is applicable to the research. Modify the text to reflect your data security plan. Then* ***delete*** *all other text that does not apply:*

* *[If the research is* ***Anonymous****:]* We will not collect any information that can identify you or other subjects. Interview notes will be stored in a locked cabinet controlled by the investigator. Responses may be converted to digital format and stored on a password-protected computer that can only be accessed by the study team. Paper copies will then be destroyed. We plan to delete the data *[state a length of time consistent w/protocol]. [****OR****, if you have no plans to delete the data state:]* There is no plan to delete the responses. We plan to study the data for some time.
* *[If the research collects* ***identifiable*** *information:]* We will ask you to provide *[specify what identifiers you will ask them for]* during the interview. The identifiable information *[choose: will* ***OR*** *will not]* be stored with your responses. *[If not, say:]* Instead, your responses will be assigned a subject # which will be stored separately from your identifiable information so others will not know which responses are yours. *[State when the identifiers will be destroyed. For example:]* When data collection is complete, your identifiable information will be destroyed so no link will exist between your identity and your responses. *[****OR*** *another example:]* We will securely store the key code linking your responses to you identifiable information in a separate password-protected file which will be destroyed after data analysis is complete and study findings are professionally presented or published.

No information that can identify you will appear in any professional presentation or publication.

**What will happen to information I provide in the research after the study is over?**

*Choose a scenario. Then* ***delete*** *the one that does not apply to the research:*

* *If you do not plan to use or distribute subjects’ data—with or without identifiers removed—for secondary research:* The information collected about you for this research will not be used by or distributed to investigators for other research. ***OR***
* *If you plan, or think you may at some future time, use or distribute de-identified data for secondary research: [If collected anonymously:]* Responses may be used or distributed to investigators for other research without obtaining additional informed consent from you. *[****OR****, if collected with identifiers:]* After information that could identify you has been removed, de-identified responses may be used by or distributed to investigators for other research without obtaining additional informed consent from you.

**What will happen if I do not want to take part or decide later not to stay in the study?**

Your participation is voluntary. If you choose to take part now, you may change your mind and withdraw later. In addition, you can choose to skip interview questions that you are not comfortable answering or stop the interview at any time. *[If the research is* ***Anonymous****:]* However, once the interview is over and we part ways, you can no longer withdraw your responses as we will not know which ones are yours. *[If the research collects* ***identifiable*** *information:]* You may also withdraw your consent for use of responses you provided during the interview, but you must do this in writing to the PI *[State PI name here.]*

**Who can I call if I have questions?**

If you have questions about taking part in this study, you can contact the Principal Investigator: *[Provide investigator’s name, Department and Rutgers contact number or email address.][For students only:* You can also contact my faculty advisor *[provide name and Rutgers contact info.]*

If you have questions, concerns, problems, information or input about the research or would like to know your rights as a research subject, you can contact the Rutgers IRB or the Rutgers Human Subjects Protection Program via phone at (973) 972-3608 or (732) 235-2866 or (732) 235-9806 OR via email irboffice@research.rutgers.edu, or you can write us at 335 George Street, Liberty Plaza Suite 3200, New Brunswick, NJ 08901.

Please keep this consent form if you would like a copy of it for your files.

[**SIGNATURE SECTION OPTIONS**: (**Delete** the option that does not apply.]

1. **Subject’s written signature is NOT required:**

By beginning the interview, you acknowledge that you are 18 years of age or older, have read the information and agree to take part in the research, with the knowledge that you are free to withdraw your participation without penalty.

(2) **Subject’s signature IS REQUIRED**:

**AGREEMENT TO PARTICIPATE**

**1. Subject consent:**

I have read this entire consent form, or it has been read to me, and I believe that I understand what has been discussed. All of my questions about this form and this study have been answered. I agree to take part in this study.

Subject Name (printed):

Subject Signature: Date:

**2. Signature of Investigator/Individual Obtaining Consent:**

To the best of my ability, I have explained and discussed all the important details about the study including all of the information contained in this consent form.

Investigator/Person Obtaining Consent (printed): \_\_\_\_\_\_\_\_

Signature: \_ Date: