

Guidelines for Reviewing Informed Consent Forms

All Consent Forms:

- key information/basic elements where applicable, see 45 CFR 46.116
- protocol number and names of researchers at the top
- brief description of what they are asking participants to do
- data security and confidentiality match what is in the protocol
- clear statement of where data will be secured and when they will be destroyed
- compensation matches what is in the protocol
- are they using the proper consent form?
- If using a recording device, what kind and how will it be transcribed (in-person interview)

In addition, Online and Zoom data collections have some other issues to pay attention to.

Online (surveys):

- a statement that the survey platform (Qualtrics for example) will not collect any names, emails, or IP addresses.

Zoom-Telephone

- a statement that the participant should find a private and secure place to do the interview (not in the workplace if they are recruiting workers)
- a statement that participants should use pseudonyms for themselves (best practice to use as Zoom screen name, for example) and for anyone else they may speak about.
- Clear statement of what will be recorded (audio only or audio and video)
- Clear statement of how the recordings will be transcribed (is the transcription method vetted?) and that the raw recordings will be destroyed immediately after the transcriptions are checked and verified. The checking and verification may not be done over email (can use CSUB Google docs if cannot meet in person).

NOTE: Every protocol is different, so it is important that you read the consent form and bring up anything that may raise a red flag.