Informed Consent Template for Online Data Collection

Below is the Informed Consent Template that all CSUB Investigators must use for studies where the only activity is an online survey. Please do not deviate from this format. Under each section are instructions for you to understand what each section requires. It should be written directly to your participant rather than just copying and pasting from your protocol. Please remember to remove the instructions only meant for the research team.

All text in RED is required.
All text in BLACK may or may not be applicable. Customize the language in black as needed to fit your study.

CONSENT TO VOLUNTARILY PARTICIPATE IN A RESEARCH STUDY

Protocol Number:
Title of the Project:
Principal Investigator: [Name, credentials, institutional affiliation]
Co-investigator: [Name, credentials, institutional affiliation]
Faculty Advisor: [Name, credentials, institutional affiliation]
Student Researcher: [if applicable, Name, credentials, institutional affiliation]

This document begins the consent process in the participation of this research project. Below is all the information that you will need to know in order to make an informed decision about whether to participate. Please read every section carefully. At the end of the document, if you agree to participate, please click the box as directed.

What is the purpose of this study?

Instructions for Research Team: What we are looking for here is a statement that the study involves research, an explanation of the purpose(s) of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures that are experimental. What will I (as the participant) do? Describe the survey topic(s) and the types of questions that will be asked. If there are any questions that participants could find objectionable, be sure to indicate that here as well. Example: This survey will ask questions about this topic. It includes questions about this topic. The survey will take about xx minutes.

Any reasonably foreseeable risks or discomforts to the subject

Instructions for Research Team: What we are looking for here is a description of any reasonably foreseeable risks or discomforts to the subject. Note: Every study includes foreseeable risks, as minimal as they may be. Customize as needed to fit your study. Example: Some questions may be very personal or upsetting. You can skip any questions you don't want to answer or stop the survey entirely. Online data may be hacked or intercepted: This is a risk you experience any time you provide information online. Add the measures you'll use to protect data security. Example: Use of a secure system to collect this data [elaborate if desired], note however, all risk cannot be completely eliminated.

Breach of confidentiality: There is a chance the data could be seen by someone who shouldn't have access to it. State the minimization of this risk in the following ways: Data is anonymous. – or – All identifying information is removed and replaced with a study ID, removal of all identifiers after [insert amount of time or specific event], storage of all electronic data on a password-protected, encrypted computer, retain the identifying information separate from the research data, but investigators will be able to link it to the participants. Destruction of this link after data collection and analysis is complete. Add any other risks – think about emotional, social, and/or financial risks.

Confidentiality of records

Instructions for Research Team: A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained. Here we need you to explicitly convey to the participants that it is your responsibility to keep all data confidential, including storage of the informed consent forms, whether physically or electronically, stored for a period not less than 3 years in a locked container or encrypted file and thereafter can be destroyed. Include if applicable: the following identifying information for the research: [Examples: your name, email address, or other personal information]. This information is necessary [explain why / what it will be used for this study].

Who can I contact if I have questions or concerns about this research study?

Faculty Investigator name
Faculty Investigator address
Faculty Investigator phone and email address

Student Investigator name
Student Investigator email address

Who can I contact if I have questions or concerns about my rights as a research participant?

Marianne Wilson, Ph. D.
University Research Ethics Review Coordinator
Psychology Department
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1099
mwilson52@csub.edu
661-654-2075

Voluntary Participation in the Study

Instructions for Research Team: What we are looking for here is a statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled, and the participant may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

Any benefits to the subject or to others that may reasonably be expected from the research

Instructions for Research Team: What we are looking for here is a description of any benefits to the subject or to others that may reasonably be expected from the research. Important to note: most CSUB studies do not provide immediate benefits to the participants, and that is ok. If this is the case, please include a statement like "There are no immediate benefits to the participants". Possible benefits: List individual benefits (if any). List benefits to a larger group or society (such as helping understand more about this topic). Don't include compensation here; you'll describe that below.

Number of subjects involved in the study

Instructions for Research Team: The approximate number of subjects involved in the study, estimated number of participants: insert the number of participants and if needed, add explanation or description of different groups, e.g. 25 teachers and 150 students.

Any additional costs

Instructions for Research Team: What we are looking for here is any additional costs to the subject that may result from participation in the research. Note: There may be instances where there are no additional costs, please state this. Example: Costs: None – or – describe any costs to participants.

Compensation

Instructions for Research Team:
None – or – a predetermined amount on an Amazon gift card – or – a predetermined amount of extra credit.

Alternative procedures, if any, that might be advantageous to the subject

Instructions for Research Team: Example: Instead of participating in this survey, the participant can earn the same amount of extra credit by answering questions from the textbook.

Future research

Instructions for Research Team: De-identified data (all identifying information removed) may be shared with other researchers. You won't be told specific details about these future research studies. – or – Your data won't be used or shared for any future research studies.

Funding source

Instructions for Research Team: If applicable, insert funding source, if there is funding provided for this research study.

Agreement to Participate

If you meet the eligibility criteria below and would like to participate in this study, click the button below to begin the survey. Remember, your participation is completely voluntary, and you're free to withdraw at any time.

- I am at least 18 years old
- [insert any other inclusion/exclusion criteria]

Make this consent document the first question/page of your survey.

Please print a copy of this page for your records.

☐ **Click this box if you consent to participate [note to researcher: "skip logic" used – person cannot advance to survey without clicking here]**

Click exit if you do not wish to participate.

<exit> <next>