Sample of Consent for Online Surveys

Dear \_\_\_\_\_\_:

You are invited to participate in a study of (... *include study title and IRB number).*

**Why is this study being done?**

*(Describe the study’s purpose briefly and clearly. Do* ***NOT*** *use any jargon or technical language. Make sure you state the purpose of the research).*

**What will happen while you are in the study?**

*(Clearly list what steps the participants will experience, in chronological order. Do* ***NOT*** *use any jargon or technical language).*

**Time:**

This study will take about *(...give the amount of time in minutes or hours and/or days. If the study has different sessions, list how long each session will last, and for a total of how long).*

**Risks:**

You may *(...describe foreseeable risks or discomfort to participants, including physical, psychological, social, economic, criminal or civil liability, employability, or reputation risks).*

Data will be collected using the Internet; we anticipate that your participation in this research presents no greater risk than everyday use of the Internet. Please note that email communication in general is neither private nor secure. Though we are taking precautions to protect your privacy, you should be aware that information sent through email or the internet could be read by a third party.

*(If applicable please add the following sentence):* We strongly advise that you do not use an employer issued electronic device, laptop, phone or WIFI to respond to this survey, as many employers monitor use of all devices.

**Benefits:**

You may benefit from this study *(...describe foreseeable benefits to the participant if relevant. If there are no benefits to the participants, state explicitly, “There are no benefits to you being in this study.”).*

*(ALWAYS include the possible benefits of this research to your overall field of study):*

Others in this field of research may benefit from this study by *(...describe how others or the field of research may benefit from your study’s findings).*

*(Do NOT include payment amounts, gifts, SONA credit, etc.in this section; that should be described under the Compensation section below).*

**Compensation:**

To compensate you for the time you spend in this study, you will receive *(...describe compensation, including amount, type, and distribution method/timeline here.* ***If there is no compensation, please state that****).*

*(For compensated studies, please also state whether participants will be eligible for compensation if they withdraw from the study prior to its completion. If compensation is pro-rated over the period of the participant's involvement, indicate the points/stages at which compensation changes during the study).*

*(When listing that participant may be entered into a drawing for a gift, describe approximately when that drawing will take place).*

**Who will know that you are in this study?**

You will not be linked to any presentations. We will keep who you are confidential *(or if applicable, anonymous, meaning that no identifying information like name, email, etc. is going to be collected in the study).*

*(If you are collecting identifiable information you must include the following statement):*

You should know that the state of New Jersey requires that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Division of Child Protection and Permanency.

**Do you have to be in the study?**

You do not have to be in this study. You are a volunteer! It is okay if you want to stop at any time and not be included in the study. You do not have to answer any questions you do not want to answer.

*(If applicable):* You can leave the study at any time and will still receive the *(compensation promised).*

(*If your study targets MSU students):* Your grade for the course will not be affected by your participation or non-participation in this study.

(*If your study targets MSU employees):* Your employment will not be affected by your participation or non-participation in this study.

**Do you have any questions about this study?**

Phone or email *(...Principal Investigator’s name, phone number, and email address and Faculty Sponsor’s Investigator’s name, phone number, and email address).*

**Do you have any questions about your rights as a research participant?**

Phone or email the IRB Chair, Dr. Dana Levitt, at 973-655-2097 or reviewboard@montclair.edu.

**Future Studies:** *(You should only include this if you are requesting to use data in your future studies).*

As a researcher, I may want to use your data in future studies I conduct**.** It is okay to include my data from this research in other studies:



 I accept I decline

**Audio/Video Recording:** *(You should only include this if you are requesting to audio or video record participants in-person or through a phone/Zoom call during an interview or focus group).*

As a part of the interview/focus group *(whichever is applicable, or both)*, we will be audio/video *(whichever is applicable, or both)* recording in order to go back and reference responses. It is okay to audio/video record me:

 I accept I decline

**Consent:**

By clicking the link below, I confirm that I have read this form and will participate in the project described. Its general purposes, the particulars of involvement, and possible risks and inconveniences have been explained to my satisfaction. I understand that I can discontinue participation at any time. My consent also indicates that I am 18 years of age or older.

[Please feel free to print a copy of this consent].



 I agree to participate *(link to survey)* I decline *(link to end of study/close webpage)*

The study has been approved by the Montclair State University Institutional Review Board.

**GENERAL TEMPLATE INSTRUCTIONS TO BE DELETED BEFORE SUBMITTING**

When developing consent forms for your study, please follow the format above. The section titles and introductory phrases are designed to help you achieve the appropriate Flesch-Kincaid Grade Level Reading. When adding text to the MSU Templates, please reference [**Improving Consent Readability Level**](http://www.montclair.edu/institutional-review-board/wp-content/uploads/sites/179/2019/11/Improving_Consent_Readability2019-11.pdf)for ways to achieve the desired reading levels. For the general public we ask for a readability level of 6th to 8th grade. For sections where there is a forced response (Future Studies & Consent), you will have to include fillable options in your online survey that participants are able to interact with and respond to via checking an option (cannot copy and paste this template).

**Delete the above paragraphs and the instructions in parentheses above (everything written in blue) before submitting your consent form(s)!**