Refer to the Consent Template document for more details. Do not assume/presume this example document is inclusive of all information needed for your study.

Do not assume that the example text includes all the content areas needed for your specific study.

Do not assume that the example text is applicable to all studies.

You must modify the text to be applicable to your study.

The consent form must have a concise summary of information followed by sections with more information.

Text in brackets [ ] represents information about your study that you should add (in plain text). Add text and remove the brackets.

Consent to Participate in a Research Study

Title of the Project: [Title]
Principal Investigator: [Name, credentials, institutional affiliation]
Co-investigator: [Name, credentials, institutional affiliation]
Faculty Advisor: [If the PI is a student list the responsible faculty's name, credentials, institutional affiliation]
Funding Source: [List funding source or delete if unfunded]

Concise Summary: The purpose of this research study is to learn about motivation. Participation is voluntary and open to individuals who are age 18 and older. You will complete three (3) 15-minute surveys about what impacts your motivation and will do so at three (3) different timepoints. Following completion of all three surveys, you will receive a $25 Amazon gift card. You may feel uncomfortable answering some of the questions, but this risk is thought to be unlikely. It is unlikely that you will benefit from participating in this study but what we learn will help inform improvements in motivational strategies.

If you are interested in learning more about this study, please continue to read below.

The purpose of this study is [describe the study *purpose* in more detail and in plain language.]
The purpose of this study is to examine some of the finer points of what motivates a person to understand how people are motivated. Some people are motived by…while others are motivated by…Current research shows that motivation may be impacted by…We are interested in learning...

[Describe inclusion/exclusion criteria.] You must be age 18 or older to participate in this study.

As a participant in this study, you will… [provide detailed discussion of study activities] complete a survey asking a series of questions about what motivates you. The questions will ask you about…. In addition, you will provide demographic information such as…The questions are personal but are not expected to be sensitive. Three months after completing the initial survey, we will send you an email with a URL link to access the second survey. This survey will ask similar questions, including demographic questions that may have changed since the initial survey.

Finally, three months after the second survey, we will send you an email with a URL link to access the third and final survey. Again, the survey will ask similar questions to the previous surveys, including demographic questions that may have changed since the initial survey. Each survey will take about 15 minutes to finish resulting in a total estimated time commitment of 45 minutes spread out over 6 months.

The survey questions are personal but are not considered sensitive questions. Therefore, while you may feel uncomfortable answering the questions, the risk of this is thought to be unlikely.

You will not benefit personally by participating in this study. What we learn about how people are motivated may be beneficial for…This may lead to improvements in…

We will use your email address to link your questionnaire responses from the in-person study session to the responses you provide four months later. To protect your privacy (identity), we'll assign a study ID code to your questionnaire responses. Once we do this, we'll delete the email address from the questionnaire responses so the responses will only have the study ID code. Finally, once you are given your incentive, we'll delete your email address from study records. While the study is active, all data will be stored in a password-protected University drive.

All members of the research team will have access to the de-identified data. However, only the PI and Co-I will have access to the linking list that includes your identifying information. Other people may need to see the information we collect about you, to make sure that we are conducting this study in a safe and appropriate manner, including people who work for UNC Charlotte (e.g., auditors, Office of Research Protections and Integrity staff), the study sponsor [if applicable], and other agencies with appropriate permission.

Your data, with direct identifiers removed, will be stored, used, and shared with others for future research studies without additional consent from you. This may include sharing your individual de-identified data with other researchers, journals, data repositories, and/or funding sources.

You will receive a $25 Amazon e-gift card after you finish the third and final survey. We cannot give you a gift card in a smaller increment. If you do not complete all three surveys, you will not receive the gift card. [Or if the gift card will be prorated, explain.] Payments to subjects are considered taxable income. Therefore, we are required to give the University's Financial Services division a log with the names of all individuals who received a payment. This log is for tax purposes only and will be kept separate from study data. [If appropriate include details about tax reporting requirements.] If your total payments from UNC Charlotte are greater than $600 in a calendar year, this information will be submitted to the Internal Revenue Service (IRS) for tax reporting purposes.

The study team and/or UNC Charlotte is receiving [financial support OR describe other type of support] from [insert sponsor's name].
Participation is voluntary. You may choose not to take part in the study. You may start participating and change your mind and stop participation at any time.
For questions about this research, you may contact [PI name, email, phone (and faculty advisor if PI is a student)]. If you have questions or concerns about your rights as a participant in this study, contact the Office of Research Protections and Integrity at uncc-irb@charlotte.edu.

I have read and understand the information provided. I understand that I may contact the researcher listed above if I have any questions now or later. I understand that a copy of this consent information will be emailed to me. I freely consent to participate in the study.

[Revise to reflect how participants will indicate consent, such as clicking "I Agree," "Next," "Continue," etc. OR a data collection field to capture the person's name and date OR another procedure.]