

Information and instructions for Researchers:

Please download this template, which has been created to help you craft language for the consent processes, by providing **written** information to potential research subjects.

Information about Informed Consent (both the Process and Documentation) can be found in The New School (TNS) HRPP Policies and Procedures, in the [Criteria for IRB Approval \(Expedited or Convened\)](#) section.

- Always update the date in the footer each time you make changes; this is imperative for version control.
- Please contact the HRPP for advice or help with consent language

In addition to suggested language, there are also prompts to help you craft information relevant to informing subjects. Please remove prompts/language not relevant to the research.

----- **(Please delete instructions before submitting)**

Informed Consent Form

Hello, my name is [full name]. I am [a student/faculty] in the [department] at The New School, under the direction of [faculty advisor]. I am asking you to take part in a research study titled [study title]. [If there is external funding (public, private, federal, state, local), then add: This study is funded by [name source of support].]

Purpose of this research study

We want to better understand how [purpose of this research study].

What will be done in this study

We would like to conduct [list procedures, surveys, interviews, focus group, etc.] with [provide a general description of this study population] about [describe the content of your study]. This study will take place [where?].

[If your study involves deception: please give as much information as possible without using statements that are part of an experimental deception in the consent form.]

[If the participant will be photographed, audio taped, or videotaped: [include a description and specify who will have access to the recordings. Note that video/photography is inherently identifiable, unless faces are blurred. Audio recordings may be indirectly identifiable. The recordings may be used for [educational, publication, exhibition, private analysis only, purposes]. They [will be erased/stored.] If erased, specify when. If stored, specify the length of

[add date for version control]

time. You have the right to review the recording/photograph taken as part of this research to determine whether they should be edited or erased in whole or in part.

[If your study involves an interview or a survey: inform participants that they can skip any question that makes them uncomfortable and they can stop the interview/survey at any time.]

Time required

The study will require about [how long?] of your time. If the study includes multiple sessions, describe the amount of time that is required for each task, session, experiment (as outlined in the "What will be done in this study" section above) and the total time for all sessions.

Risks

Describe the risks that are caused by the research and what you will do to minimize the risks. Include all possible physical, psychological, professional, social, economic, behavioural, legal, reputational, or personal risks and/or hazards for the participants.

[If there are no risks to the participant, then add:] There are no anticipated risks in this study.

[If New School students in a specific degree program/department/course are among the target subject population for this study, and a member of the research team on this study is faculty in the same program/department/course, and it is likely that the students are in the researchers classes and/or under their advisement, then add:] If you are a student in one of [insert faculty full name] classes, we understand that you may feel pressure [participating in this study or on how you answer the questions in the survey and/or interview]. The [student research assistant/student investigator/another investigator on the research team] will [conduct the interviews and/or administer the surveys]. Professor [insert faculty last name] will not know how you answered any of the questions because [research data will be collected anonymously or your personal identifying information will not be associated with your answers to the survey and/or interview questions].

Benefits

While you will not directly benefit from taking part in this research study, we hope society will benefit from the knowledge gained.

Confidentiality

(EITHER) Identifying information about you, such as your name [or email address, or student ID-number, etc.], will be kept separate from the study data. You will be assigned a code linking your name and the research data. The coded data will be [stored indefinitely or specify time frame/destroyed] (IF APPLICABLE) The data will be de-identified, this means that the link will be destroyed at the conclusion [of the research, or data collection, or a specific date, etc.]. The de-identified data will be [stored indefinitely/ specify time frame for future use/ shared with other researchers/ destroyed].

[add date for version control]

(OR) The research data will be collected anonymously, this means I will not have any links between the research data and your personally identifiable information (such as an email-address, name, student number, phone number, etc.).

Describe where research data will be stored, who will have access, and what technical, physical, and administrative safeguards will be used to protect the research data. Describe how long research data will be kept after the study is completed.

If the participant will be photographed, audio taped, or videotaped: describe when their materials will be destroyed. If videotape or photograph will be used for publication or presentation, specify if faces will be obscured. Describe if audio tape will be transcribed and when the transcripts will be destroyed.

In written reports, participants will [be identified by screen names/pseudonyms/not be identified, and data will only be reported in the aggregate].

In some cases it may not be possible to guarantee confidentiality (e.g. an interview of a prominent person, a focus group interview). If you cannot guarantee confidentiality, add: Because of the nature of the data collection, I cannot guarantee your data and/or [participation] will be confidential and it may be possible that other participants will know what you have shared or [that you participated in this study]. If confidentiality cannot be guaranteed, it may be a risk to the participant and should be explained in the “Risks” section as well.

If coded/identifiable research data (including audio/video recordings) will be stored for future use, create a Data Bank Consent Form for indirectly/directly identifiable data: [You will receive a separate consent form for the storage and future use of your coded/identifiable research data]

Voluntary participation

Taking part in this study is voluntary. You can stop at any time. Withdrawal or refusal to participate will not result in any penalty. You do not waive any legal rights or release The New School or its agents from liability for negligence by consenting to participate.

How to withdraw from this study

If you want to withdraw from the study, [explain how to withdraw from the study, such as “tell the researcher and leave the room” or “tell the interviewer to stop the interview”]. [If payment or course credit is being offered, add:] You will still receive [full/ partial] payment (or credit) for the [study/ sessions of the study you completed]. If you would like to withdraw after your data has been submitted, (IF APPLICABLE: and before it is de-identified), please contact [insert PI name and New School-contact info: email/phone]

IF APPLICABLE: Anonymous responses cannot be withdrawn from the study because we will not be able to link the data back to you.

[add date for version control]

[Principal Investigator]

[Study Title]

If deception is included in the study, let the participant know that they will be debriefed if they withdraw from the study and that their data will be destroyed.

Compensation

(EITHER) You will not receive payment for participating in this study.

(OR) If payment or credit is being offered, describe it here. If the payment involves a lottery or drawing, describe the odds of winning the payment. Refer to TNS HRPP policy on [Raffles, Lotteries, and other Games of Chance as Compensation](#). If you are offering class credit to participants from a participant pool, describe it here. Refer to TNS HRPP policy on [Subject Pools for Future Research Recruitment](#).

(OR) You will receive [how much?] for participating in this study. If partial payment or task/visit based payment is being offered: Insert payment schedule

IF COMPENSATION VIA CASHAPP/VENMO/ZELLE: If you choose [Cash App or Venmo or Zelle or other payment app], then the username associated with the app will only be kept until you receive the compensation and then the username will be discarded.

If you have any questions about the research study, please contact the researcher(s):

[insert PI name and New School-contact info: email/phone]

[students: list Faculty Advisor contact info: email/phone]

If you have any questions about your rights as a research subject, or with research related complaints, please contact:

The Human Protections Administrator by phone (646) 909-2768 or email hrpp@newschool.edu.

Agreement

I confirm that I am [at least 18 years old/between age range]. I certify that I have read and understand this consent form and all of my questions have been answered. I agree to participate as a subject in this research study as described above.

Participant Print name: _____

Participant Sign here: _____ Date: _____

Research team member conducting the consent process:

Researcher Print name: _____

Researcher Sign name: _____ Date: _____

You will be given a copy of this consent form to keep for your records.

[add date for version control]