This is an example. You do not have to use the exact language here, but all relevant sections and information must be included. Be sure to change all ID numbers, titles, topics and details to match your study!

**Roanoke College** IRB Study # \_\_\_\_\_\_

**Study Information Sheet**

**Sample Template**

**Key Information About this Study:**

We would like to invite you to be in a research study about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(purpose of the study in clear, concise language for people who are not familiar with your research)*. Participation in this research is voluntary; you don’t have to take part if you don’t want to.

If you decide to take part, you will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (***briefly*** *describe what the subject will do if they take part; study procedures, tasks they will complete, equipment they will use or which will be applied to them, where they will do this. You will provide more detail in the body of the form.*). Participation in the study will be for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert amount of time subject will be engaged in the research (hours, days, weeks, months, number of sessions, duration of sessions and estimated time spent performing research activities (this may be the same as duration) and any follow-up time)*. Potential risks are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*provide potential risks that would be of most significance to subjects and discomforts as a result of study procedures and include any inconveniences (for example, wearing study equipment, standing/sitting for extended time). If there are no known risks then indicate “We believe there are no known risks connected to participating but there may be some we are not aware of”.* The most likely potential benefits are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(There may be none for subjects, this can be stated, as can potential future benefits to society if applicable*) Appropriate alternative procedures or courses of treatment that might be advantageous to potential subjects if applicable.

**Study Information:**

You are being asked to participate in a research study about ….

The purpose of the study is …

*[Note: If the study involves deception or incomplete disclosure which necessitates a debriefing process, a general statement may be added here that more information will be given to subjects at the conclusion of the study, e.g., "At the end of the study, we will explain in greater detail what we hope to learn from this research." If the investigator believes that such a statement would bias study results, he/she should discuss this in the protocol as part of the justification for use of deception or incomplete disclosure.]*

**What will I do if I choose to be in this study?**

You will be asked to [explain what the participant will be asked to do].

• Provide a clear, concise but complete description of what subjects will do or experience.

• Describe activities in chronological order to the extent possible.

• If there are many procedures, use a table, lists, or subheadings to organize this information.

**Study time:** Study participation will take approximately [insert expected length of time--include the total time commitment, the number of visits/sessions involved, and the length of each visit/session].

**Study location:** All study procedures will take place at [explain study location(s) -- if different procedures will take place at different locations, specify accordingly].

[If you will be audio-recording or video-recording subjects, include the following]

I would like to audio-record [or video-record] this interview to make sure that I remember accurately all the information you provide. I will keep these tapes in [explain where you will keep them] and they will only be used by [explain who will have access to the tapes]. If you prefer not to be audio-recorded, I will take notes instead. [If audio/video recording are not optional, then clearly state that it is required for participation.]

**What are the possible risks or discomforts?**

Explain any foreseeable risks to subjects here. Keep in mind that risks are not always immediate -- anger, emotional upset, or stress may appear later.

Examples:

To the best of our knowledge, the things you will be doing have no more risk of harm than you would experience in everyday life.

OR

Your participation in this study does not involve any physical or emotional risk to you beyond that of everyday life.

OR

Your participation in this study may involve the following risks… [describe any reasonably foreseeable risks to psyche, reputation, employability, insurability, social status, criminal or civil liability that may occur as a result of participation. ]

Address emotional and psychological risks, including risks of emotional discomfort from being asked about or discussing sensitive issues.

Examples:

• You may feel emotional or upset when answering some of the questions. Tell the interviewer at any time if you wish to take a break or stop the interview.

• You may be uncomfortable with some of the questions and topics we will ask about. If you are uncomfortable, you are free to not answer or to skip to the next question.

**What are the possible benefits for me or others?**

You are not likely to have any direct benefit from being in this research study. This study is designed to learn more about [insert purpose/topic of study]. The study results may be used to help other people in the future.

OR

Taking part in this research study may not benefit you personally, but we may learn new things that will help others.

OR

The possible benefits to you from this study include…

**How will you protect the information you collect from me, and how will that information be shared?**

Results of this study may be used in publications and presentations. Your study data will be handled as confidentially as possible. If results of this study are published or presented, individual names and other personally identifiable information will not be used.

To minimize the risks to confidentiality, we will... [not collect any personal information about you that could reveal your identity OR Explain data security measures to be taken, e.g., storage, coding, encryption, limited access to study records, etc. ]

**What are my rights as a research participant?**

Participation in this study is voluntary. You do not have to answer any question you do not want to answer. If at any time and for any reason, you would prefer not to participate in this study, please feel free not to. You may withdraw from this study at any time, and you will not be penalized in any way for deciding to stop participation. If you decide to withdraw before finishing the study, the data collected will not be used.

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

If you have questions, you are free to ask them now. If you have questions later, you may contact the researchers at [add your contact information, including name, telephone number, and email address].

If you have any questions about your rights as a participant in this research, you can contact the following office at Roanoke College:

Institutional Review Board

Roanoke College

221 College Lane—Admin 110

Salem, Virginia 24153

540-375-2204

e-mail: [irb@roanoke.edu](mailto:irb@roanoke.edu)