1.  Title of project

2.  Identification of investigators (including telephone number and email address)

3.  Brief but complete description IN NONTECHNICAL LANGUAGE of the purpose of the

project and of all procedures to be carried out in which the human participants would be

involved.

4.  Assurance that identity of the participant will be kept confidential and description of how

this will be accomplished.

5.  Statement of the total amount of time that will be required of the participant.

6.  Details of monetary or other compensation, if any, that would be offered participants.

7.  Description of the likelihood of any discomforts and/or conveniences associated with the

participation and known or suspected short and long-term risks, and factors which might

lead to refusal to participate.

8.  A statement of the participant’s right to refuse to participate or withdraw at any time. A

statement that withdrawal or refusal to participate will not jeopardize further treatment,

medical care, or influence class standing, or have any adverse effects, as applicable.

**NOTE:** This statement must also appear on letters of initial contact.

9.  Statement as to what the information will be used for (presentation, publication etc.)

10.  Statement as to how the participant can receive a copy or executive summary of completed

project and, where appropriate, receive updated information during the course of the

research.

11.  Contact information for relevant Dean and Chair of your department.

12.  An statement that you will answer any questions concerning the procedures to ensure that

participants fully understand and provide debriefing, if appropriate.

13.  A signature line for the participant to show that they provided fully informed consent to

commence the study.

14.  Parental consent forms must contain a statement of choice providing an option for refusal

to participate. (e.g. "I consent/I do not consent to my child's participation in this study."

15.  A statement acknowledging receipt of a copy of the consent form including all

attachments.