

**STUDY INFORMATION SHEET**

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| **Delete this box when finished, and delete all red guidance text (*in red and italics*) when finished.** Write in “none” if a section does not apply to your work  Use this template for Exempt or QI/QA work. No signature is required on the Study Information Sheet.  Black text indicates text that should typically be included in your information sheet. Blue underlined text indicates guidance on suggested text. Edit, and change to black for your final version.  Contact the IRB at [IRB@gonzaga.edu](mailto:IRB@gonzaga.edu) if you have further questions.  Conveying the Information Sheet may be accomplished by:   * Printing out and distributing * Incorporating into the first page of a survey * Provide the complete language electronically * Provide the completed language orally – must still provide written contact information |

**Title of Project:** *(complete title of the project as it appears on the protocol)*

**Principal Investigator:** *(Name, credentials, degree, email, phone number, institution)*

**PURPOSE & BENEFITS**

## *This section should focus on explaining to the participant why they were asked to participate in the study and the purpose of the study.*

## *Benefits: Address two things: 1) Direct benefits to the subject. In many cases there are no direct benefits. 2) Potential benefits to others. This could include publications, dissemination of research to relevant populations, etc.*

## You are being asked to voluntarily participate in a research study. This study is being conducted to brief explanation of the purpose of the study.

The benefits of your participation in this study include list any potential benefits to the individual and/or benefits to others.

**PROCEDURES**

## *In this section, provide a brief explanation of the procedures of the study. Explain exactly what will happen, and how long their participation will take.*

If you agree to participate, you will be asked to briefly list the procedures to be followed by the subject.

It should take about list the length of their time commitment.

**DISCOMFORTS AND RISKS**

## *This section is required in all studies, regardless of how low the risk. Outline in lay terms the possible risks. Examples: invasion of privacy, psychological distress, etc.*

Your participation in this study may involve the following discomforts or risks briefly list any risks.

**OTHER INFORMATION**

*In this section address the following at a minimum:*

* *Any compensation for participation if applicable. Ex: gift cards, direct payment, etc. If subjects will not be compensated, state so.*
* *Confidentiality: Specifically and thoroughly address confidentiality concerns. How emails or names will be collected and stored, how data will be protected, how identities will be kept anonymous, etc.*
* *Voluntary nature: Clearly inform subjects that their participation is voluntary, and that they are free to withdraw at any time with no penalty. Additionally, subjects may elect to have any data already collected removed from any analysis.*

Your participation in this study is completely voluntary. If you choose to withdraw from participation, you may do so at any time. You may choose to withdraw the permission for the use of your information at a later date. Please write to the PI to confirm your withdrawal.

You will not be compensated for participating in this study. Alternatively: For your participation you will receive: fill in information.

We will keep your information confidential to the extent we are able. Your data will stored securely explain how information is to be stored. Identify how data will be anonymized. Specifically address cases where video or audio recordings will be collected.

For more information about participation in a research study and about the Institutional Review Board (IRB), a group of people who review the research to protect your rights, please contact the Gonzaga IRB at IRB@gonzaga.edu.