

**Barton College**  
**Institutional Review Board for the Use of Human Subjects in Research**

**GUIDELINES FOR PREPARATION OF INFORMED CONSENT FORM**

An **Informed Consent Statement** has two purposes: (1) to provide adequate information to potential research subjects to make an informed choice as to their participation in a study, and (2) to document their decision to participate. In order to make an informed choice, potential subjects must understand the study, how they are involved in the study, what sort of risks it poses to them and who they can contact if a problem arises (see informed consent checklist for a full listing of required elements of consent). Please note that **the language used to describe these factors must be understandable to all potential subjects, which typically means an eighth grade reading level.** The informed consent form is to be read and signed by each subject who participates in the study **before** they begin participation in the study. A duplicate copy is to be provided to each subject.

If subjects are **minors (i.e. any subject under the age of 18)** use the following guidelines for obtaining consent:

**0-5 years old** – requires signature of parent(s)/guardian/legal representative

**6 – 10 years old** - requires signature of parent(s)/guardian/legal representative and verbal assent from the minor. In this case a minor assent script should be prepared and submitted along with a parental consent form.

**11 - 17 years old** - requires signature of both minor and parent/guardian/legal representative

If the subject or legal representative is *unable to read and/or understand the written consent form*, it must be verbally presented in an understandable manner and witnessed (with signature of witness). If there is a good chance that your intended subjects will not be able to read and/or understand a written consent form, please contact the IRB office (919-515-4514) for further instructions.

**\*For your convenience, attached find a sample consent form template that contains necessary information. In generating a form for a specific project, the principal investigator should complete the underlined areas of the form and replicate all of the text that is not underlined, except for the compensation section where you should select the appropriate text to be used out of several different scenarios.**

**Barton College**  
**INFORMED CONSENT FORM for RESEARCH**

Title of Study: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Faculty/Staff Sponsor (if PI is not): \_\_\_\_\_

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**What are some general things you should know about research studies?**

You are being asked to take part in a research study. Your participation in this study is voluntary. You have the right to be a part of this study, to choose not to participate or to stop participating at any time. The purpose of research studies is to gain a better understanding of a certain topic or issue. You are not guaranteed any personal benefits from being in a study. Research studies also may pose risks to those that participate. In this consent form you will find specific details about the research in which you are being asked to participate. If you do not understand something in this form it is your right to ask the researcher for clarification or more information. A copy of this consent form will be provided to you. If at any time you have questions about your participation, do not hesitate to contact the researcher(s) named above.

**What is the purpose of this study?**

Describe the purpose of your study in lay language.

**What will happen if you take part in the study?**

If you agree to participate in this study, you will be asked to List all procedures, preferably in chronological order, which will be employed in the study. Be sure to use lay language. State the amount of time required of the subject per session and for the total duration of the study. Also indicate where the research will take place

**Risks**

Using lay language describe the foreseeable risks or discomforts, if any, of each of the procedures to be used in the study, and any measures which will be used to minimize the risks.

**Benefits**

List the benefits you anticipate will be achieved from this research, either to the subjects, others, or the body of knowledge. If there is no direct benefit expected to the subject, but knowledge may be gained that could help others, state this.

**Confidentiality**

The information in the study records will be kept strictly confidential. Data will be stored securely in state measures taken to protect the security of data. No reference will be made in oral or written reports which could link you to the study.

**Compensation**

For participating in this study you will receive describe compensation. If you withdraw from the study prior to its completion, you will receive describe partial compensation system here. If students will receive class credit for participating, include: Other ways to earn the same amount of credit are describe options here. If no compensation, then state, "You will not receive anything for participating."

**Emergency Medical Treatment** (if applicable)- **DELETE IF NOT APPLICABLE**

Include an explanation as to whether any compensation and/or medical treatments are available, if injury occurs and, if so, what they consist of, or where further information may be obtained.

**What if you have questions about this study?**

If you have questions at any time about the study or the procedures, you may contact the researcher, principal investigator name here, at address, or [phone number].

**What if you have questions about your rights as a research participant?**

If you feel you have not been treated according to the descriptions in this form, or your rights as a participant in research have been violated during the course of this project, you may contact Dr. Jackie Ennis, Chair of the Barton College IRB for the Use of Human Subjects in Research Committee, at 252-399-6434 or at [jennis@barton.edu](mailto:jennis@barton.edu) or at Barton College, Box 5000, Wilson, NC 27893-7000.

**Consent To Participate**

"I have read and understand the above information. I have received a copy of this form. I agree to participate in this study with the understanding that I may withdraw at any time."

Subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Investigator's signature \_\_\_\_\_ Date \_\_\_\_\_