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| **Instructions for this document**  Gold text boxes (like this one) and gold highlighted text in the body of this document are instructional and should be deleted before submitting your document to the IRB for review. Please “select” and “delete” the text box and highlighted text to remove it.  **The header and footer are for IRB use only; do not modify or delete.**  Your final document must be submitted to the IRB as a Word document.  **Consent for Exempt Research:**  Research that qualifies for exemption is “exempt” from many of the requirements of the Common Rule; however, in most cases of interaction with participants a consent process is indicated. Consent for Exempt research obtained in-person can be collected verbally with or without a signature. This document can be used like a consent form to obtain written documentation of consent, or it can be used as an information sheet provided to participants without obtaining a signature. Whichever you choose, a copy of this document should be provided to participants when interacting in-person.  **Minimum Requirements:**  Unless otherwise noted, your consent document must contain the items listed in the gold boxes below, using language appropriate to your specific research, setting, and participants. Sample language that you can use is included for some sections that you can revise to suit your specific research. Some sections have required language that must be included. Other sections only provide examples. You will need to create your own language for those sections. |

## Title of research study: Insert Title of Study

## IRB Protocol Number: XX-XXXX

## Investigator: Insert name of Principal Investigator

## Sponsor: Insert name of sponsor (Delete if there is no sponsor)

***Purpose of the Study***

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| This section should explain in clear lay language:   1. Purpose of the research. 2. Participants are being asked to participate in a research study 3. How long participation will last 4. How many individuals will participate 5. Participation is voluntary. |

The language below can be revised to suit your specific research.

The purpose of the research is [explain/describe the purpose of the research]. We expect that you will be in this research study for [Indicate length of time as hours/days/months/weeks/until a certain event, etc.] and that a total of # people will participate in the study. Whether or not you take part in this research is your choice. You can leave the research at any time and it will not be held against you.

***Explanation of Procedures***

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| Tell the participant what to expect using lay language and simple terms. Provide a chronological description of the tasks that will be performed. Include information about any audio- or videotaping that will occur. Include the following as applicable to your research:   * Where the research will be done * When the research will be done * How often procedures will be performed * The length and duration of visits and procedures * With whom the participant will interact * Description of all devices that will be used * Descriptions of psychological tests and/or questionnaires * Description of observations or interviews that will occur as part of the research * Description of any manipulation of the participant's environment and activities that will take place as a part of the research * Description of all data to be collected about participants, and the source of that data (such as data from existing records, data from non-research specific sources such as standardized tests, etc.) * Include all telephone or written follow-ups * If compensation will be provided, include how, when, and in what format payment will take place at the end of the section. |

The language below are examples for different research scenarios. Do not include this language in your document. You should create your own language to suit your research.

Your study visit will consist of a one-hour in-person interview at X. I will ask you questions about X. The interview will be audio-recorded, and you may skip any questions you do not want to answer.

Your study visit will take place at X. During your visit you will sit at a computer in a private room and watch three five-minute videos about X. You will complete a short 1-minute questionnaire on the computer after each video and an additional 5-minute questionnaire at the end of your visit. Your visit will be video recorded without sound. The camera will be located to the left of you to record your upper torso and profile. Study staff will escort you into the room and set up the computer and will wait outside the room while you complete the study tasks. When you have completed the final questionnaire, you may leave the room.

You will be compensated with a $5 Amazon gift card for participation, even if you do not complete the entire visit. You will be given the gift card before you leave the lab.

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| If participants will be deceived, or information about the study's purposes or procedures will be incompletely disclosed to participants, include the following **required** language. [See the IRB's Guidance Document on Deception and Incomplete Disclosure](https://www.colorado.edu/researchinnovation/media/1433)  for more information. |

I cannot tell you everything about what we are doing in this study or why. A full explanation of the purpose of the research and procedures will be provided after you complete the study.

***Confidentiality***

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| Explain that confidentially will be maintained and, if identifiable data will be collected, what will happen to that data during the study and after the study is complete. |

The language below are examples for different research scenarios. The first is for research that obtains a signed consent form and/or identifiable data, the second is for research that does not obtain a signed consent form and/or identifiable data. You can revise these examples to suit your research, or you can create your own language.

Information obtained about you for this study will be kept confidential. The information from this research may be published for scientific purposes; however, your identity will not be given out. Audio recordings will be transcribed; any identifying information will be removed during transcription. The audio files will be deleted after transcription is completed.

I will not collect any personal information about you during the study. All study data will be stored securely and only accessed by study staff.

***Questions***

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| Participants must be given contact information for the Principal Investigator and the IRB should they have questions or complaints/concerns. |

The language below can be revised to suit your research.

If you have questions about the research, you can contact the Principal Investigator at insert contact information for the PI.

If you have concerns or complaints about the research you can contact the CU Boulder IRB at (303) 735-3702 or [irbadmin@colorado.edu](mailto:irbadmin@colorado.edu) if:

***Signatures***

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| Written documentation of Informed Consent is not required for Exempt research. If you choose to collect signed consent forms, use the signature block(s) below as appropriate.  If you choose to not collect signed consent forms, omit the Signatures section. The Consent section is the Protocol Document must state that you will conduct a consent interview where you explain the research to potential participants and will then verbally ask them if they consent to participate in the research. |

Your signature documents your permission to take part in this research.

Signature of subject Date

Printed name of subject

Signature of person obtaining consent Date

Printed name of person obtaining consent