

Consent for Participation in Research Activities

All elements of informed consent should be present on surveys, interviews (both written and oral), and signed consent forms. Some survey research may not require a signed consent form but needs to include all elements of informed consent. Informed consent must be sought from all prospective participants (or their legally authorized representative), unless waived by the Institutional Review Board (IRB).

The IRB may waive the requirement of a signed consent form if:

- a) The consent form is the only record linking the subject with the research and the principal risk would be a potentially harmful breach of confidentiality or,
- b) The research presents no more than minimal risk to the participants and involves no procedures where written consent is normally required outside the context of research.

The informed consent must include the following information:

- 1. A statement that the study involves research.
- 2. A description of the procedures to be followed, its expected duration, the conditions of the subject's participation, and an identification of experimental procedures proposed.
- 3. The reasonably foreseeable risks and discomforts.
- 4. The expected benefits of the research to the subject and to society in general.
- 5. A description of the extent and manner which confidentiality of information will be maintained.
- 6. An explanation as to the availability of compensation and the availability of treatment if injury occurs, except where the research involves no more than minimal risk(s).
- 7. A contact person, phone number, and email address to which inquiries about the research project can be made.
- 8. A statement that participation is voluntary.
- 9. A statement that no penalties will result from non-participation or withdrawal.

Extra Credit

Participants may receive some type of compensation (i.e. course credit, a free service, money, etc.). However, if teachers solicit their own students to be research subjects and extra credit is offered as compensation, there must be a fair alternative by which students who do not wish to or cannot participate in the research study can receive the same amount of credit.

Survey Research

Survey research may not require a signed consent form if names are not personally identifiable with the data collection. It does require a cover letter or informed consent statement which, with the exception of the subject signature, contains all the necessary information for informed consent. The statement, "the return of this survey is your consent to participate in the research" should be at the end of the consent document in the place of a signature line.

Vulnerable participants:

Minors (under 18 years of age): If you use participants under the age of 18, a parent or legal guardian must sign. If the child is old enough to give verbal consent, what is expected of the child should be explained in simple terms and verbal consent obtained. This process should be noted on the consent form. If the child can read and write, then the child's form has to be written at the level of the child's understanding. Two forms may be used: a consent form for the parents and an assent form for the child. They can be placed on the same page.

Cognitively impaired or institutionalized:

If a subject is cognitively or mentally impaired and it is questionable that he/she has the ability to understand so as to be able to give "informed consent" or "assent," then the subject's guardian, family member, or other person who is responsible to protect the participant's welfare must sign. As with minors, if the participant is capable of reading/writing, the subject must also sign his/her name. The research must be explained to the subject in terms he/she can understand. Written consent should be attempted for mentally impaired persons when possible.

Please use the following example as a guide in preparing an appropriate informed consent document.

Consent to be a Research Subject



Introduction

You are invited to participate in a research study conducted by **Researcher's Name** at Southeast New Mexico College. This study has been approved by the SEMC Institutional Review Board (IRB). Your participation is entirely voluntary, and you may withdraw at any time without any penalty or impact on your academic standing or relationship with the college.

Procedures

You will be asked to complete a questionnaire consisting of 35 questions. It will take approximately 20 minutes to complete. The questions will ask about your social affiliations, demographic background, and views on political issues. You may skip any questions that make you feel uncomfortable.

Risks/Discomforts

There are minimal risks for participation in this study. However, you may feel emotional discomfort when answering questions about personal beliefs.

Benefits

There are no direct personal benefits for participating. However, your input may help researchers better understand the impact of social influences on political attitudes.

Confidentiality

All responses will remain confidential and be reported only as group data with no identifying information. Data will be stored securely and accessible only to the research team. After the study concludes, data will be destroyed within 12 months.

Compensation

You may receive 5 extra credit points in Psychology 120 for participating. If you choose not to participate, you may earn the same credit by reading an article and submitting a brief written summary.

Participation

Participation is voluntary. You may decline to participate or withdraw at any time without penalty. Your decision will not affect your grade, class status, or relationship with the college.

Questions about Research

If you have questions about this study, contact **Researcher's Name** at **Phone Number** or **Email Address**. For questions about your rights as a participant, contact Dr. Waheeb Al-Sharaabi, SENMC IRB Chair, at wal-sharaabi@senmc.edu.

Consent

I have read and understood the information above. I voluntarily agree to participate in this study. I have received a copy of this consent form.

Signature: _____

Date: _____