**TEMPLATE CONSENT – ONLINE/TELEPHONE DATA COLLECTION**

Updated 4/02/2021

**Instructions for Research Team:**

When you use this template for submission to the IRB, you should:

* Fill out all fields appearing in RED and change the text color to black;
* Delete all the instructions that appear in [bracketed red];
* Delete any optional language that appears in RED;
* Delete this instruction page;
* Ensure that there is version date; and
* Make sure this document matches your online platform version exactly.

All fields that require attention appear in RED. For each section that requires attention, please carefully read the additional instructional information that follows that particular field in [bracketed red]. This information may help you determine who or what to include for each field. Please fill in the text in (parenthesis red).

**All fields contained in this form are required** unless otherwise noted. You may add additional sections to this form as necessary, but you should not delete any statements (other than those bracketed in red or as otherwise instructed). You may edit the formatting or wording as appropriate for your study population as long as the spirit of the information remains the same.

This document must be written in commonly used, easily understood language **(not above 8th grade reading level is recommended),** and all technical terms fully explained in terms which the subjects can be expected to understand. The document must clearly present all the information the subject (or legal representative) needs in order to make a reasonable, informed decision concerning voluntary participation.

You may use this template to obtain electronic informed consent from subjects using an electronic signature where subjects sign or type their name. [ETSU Redcap](https://www.etsu.edu/its/rcs/services/survey-tool.php) can be used to obtain legally effective electronic informed consent. If your study is not exempt, an electronic signature (not an “I agree” box) is require unless you request a waiver.

For more information about the requirements for an exempt submission see our website under *Get Started – IRB Basics* or view our guidelines here: [Ethical Standards](http://www.etsu.edu/irb/documents/Exempt_Ethical_Standards.pdf)

***NOTE: If your study is not exempt, you can still request that the IRB allow people to consent by clicking a button rather than signing a document.*** To be eligible for this approach, your study must be minimal risk and not involve procedures that would require written consent in settings other than research. To request this consent design, request a “waiver of the requirement of written documentation of consent” (waiver of signature) on your xForm. If the IRB approves this waiver of the signature requirement, then you can use an online consent with “agree” and “do not agree” options.

If at any time during this process you have any questions, please do not hesitate to contact the IRB at 423-439-6053. We will be happy to assist you.

Dear Participant:

My name is (your name), and I am a (position with university) at East Tennessee State University. I am working on (state degree or state research project) in (subject). [If student add “In order to finish my studies, I need to complete a research project”]. The title of my research study is (Title of Study).

The purpose of this study is to (what is your purpose). I would like to give a brief (online method type such as a survey) to (to whom giving survey to/participant group) using (online platform name). It should only take about (time of completion) to finish. You will be asked questions about (what the questions are about). Since this study deals with (what), the risks are (list risks). However, you may also feel better after you have had the chance to express yourself about (what). This study may benefit you or others by (if there are any benefits state them, otherwise state no direct benefits).

Your confidentiality will be protected as best we can. Since we are using technology, no guarantees can be made about the interception of data sent over the internet by any third parties, just like with emails. We will make every effort to make sure that your name is not linked with your answers. (Online Platform Name) has security features that will be used: [provide details here - IP addresses will not be collected and SSL encryption software will be used).

Although your rights and privacy will be maintained, the research records may be looked at by individuals that have the legal right to see that information. This may include the ETSU IRB overseeing this research, other individuals at the University with the responsibility for ensuring we follow the rules related to this research, the federal Office of Human Research Protections (OHRP) that protects participants like you, [ENTITY, the sponsor of this research], and the research team.

[If you are using identifiable data, you must include this paragraph.] All information that can identify you will be removed from the data. This data will then be stored for possible use in future research studies. We will not ask for additional consent for those studies.

Taking part in this study is voluntary. You may decide not to take part in this study. You can quit at any time. You may skip any questions you do not want to answer [Remove if they will not be able to skip questions.] or you can exit the online survey form if you want to stop completely. If you quit or decide not to take part, the benefits or treatment that you would otherwise get will not be changed. Alternatives include [describe alternative procedures or remove reference to alternatives if none exist.]

If you have any research-related questions or problems, you may contact me, (name), or my research partner, (name), at (telephone number). We are working on this project together with our Advisor (Faculty Advisor). You may reach him/her at (telephone number). This research is being overseen by an Institutional Review Board (IRB). An IRB is a group of people who perform independent review of research studies. You may also contact the ETSU IRB at 423-439-6054 or IRB@etsu.edu for any issues, questions or input that you may have about the research or your rights as a research participant.

[Must include the above statement for IRB contact information verbatim. You can add other research team contacts or contacts for individuals/groups independent of the research such as a patient advocate.]

Sincerely,

(your name)

[Most platforms for online data collection, such as ETSU RedCap, will allow you to create a consent such that the participant must click “agree” before being allowed to take the survey.]

**[Use the following if you are using an online platform without collecting an electronic signature:]**

Clicking the I AGREE button below indicates:

* I have read the above information
* I agree to volunteer
* I am at least 18 years old [Remove if involving minors. Note: cannot be exempt; if you will be enrolling minors, contact the IRB for guidance.]
* I am physically present in the United States [Edit if recruiting outside the U.S.]
* [Add any other pertinent eligibility criteria; i.e., I am a student at ETSU.]

☐ I AGREE

☐ I DO NOT AGREE [**Note**: If they click this button, you should make sure they cannot proceed to the survey.]

**[Use the following if you are using an online platform AND collecting an electronic signature:]**

By electronically signing below, I confirm that I am 18 years or older and have read and understand this Consent Form. I confirm that I voluntarily choose to take part in this research study.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[For legally effective electronic signature, participants should sign or type their name and the date/time should be captured by the electronic software being used to document consent.]

***You may save or print (Ctrl+P) a copy of this consent form for your records.***