

Consent Form Checklist

Proposal Title: _____

Principal Investigator: _____

Date: ____/____/____

Item Number	Item	Included	
		yes	no
Introduction			
	When Participants Have Questions/Concerns		
1.	Provides brief comments that introduce the researcher and explain the purpose of the research project.		
Details of Study			
2.	Describes the selection criteria for eligibility in the research project.		
3.	Describes the total number of participants in the research project.		
Rights of Participants			
4.	Provides assurance to participants that withdrawal from the study or refusal to answer any question will not result in a penalty or loss of privileges or compensation.		
5.	Informs participants about the degree and nature of risk associated with participation in the project.		
6.	Informs participants about the benefits associated with participation in the project.		
Details of Participation in Study			
7.	Provides an adequate description of the activities in which the participant will be involved.		
8.	For surveys and interviews, participants are informed of the range of topics that will be addressed. ^{1, 2}		
9.	Informs participants about the estimated time required for their involvement in each session (if there is more than one session).		

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10.	Informs participants about the estimated time required for their involvement for the total project.		
11.	If applicable, informs participants that sessions will be audio taped and/or transcribed.		
Confidentiality			
12.	Informs participants about whether there is compensation for participation. (If compensation is offered, it needs to be provided to all participants.)		
13.	Informs participants of the manner in which the data will be coded to insure confidentiality.		
14.	Informs participants that the data will be secured in a secure location (e.g. locked cabinet) to ensure confidentiality. ³		
15.	Informs participants of the researcher's intention to retain the data indefinitely; or, if the researcher intends to ultimately destroy the data file, when this will take place (e.g., 6 years after information is collected).		
Results			
16.	Informs participants about the manner in which the results of the study will be reported (in the aggregate? individually?).		
Format of Participation Letter			
17.	Consent letter is written at a sixth grade reading level or lower.		
18.	Numbers the pages of the letter of informed consent/assent letter using the convention “page 1 of 3”, “page 2 of 3”, etc., with a space for initials.		
19.	Informs recipients that, if they agree to participate, they will be given one copy of the letter of informed consent to keep.		
When Participants Have Questions/Concerns			
20.	Provides participants a phone number and address that can be used to contact the researcher if the participant has any questions about the nature of this research project.		

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21.	Informs participants who they should contact if they have any concerns or complaints about the manner or conduct of the research (i.e., Chair, Human Subjects Review Board, 210 Hullahen Hall, University of Delaware, Newark, DE 19716-1551, 302-831-2136).		
When Children are Participants			
22.	Provides prospective child participants a simplified explanation of the purpose of the study and the activities the child will experience, giving the child a means by which s/he can indicate assent to participate (e.g. an assent form for older children).		
23.	When a prospective child participant is unable to read and/or comprehend the ascent letter, the researcher explains the study to the child, and the child has the opportunity to assent or decline participation.		
24.	Where applicable, directly indicates to parents that the researcher also is requesting permission from the parents to access their child's school records.		
25.	Where applicable, specifies the specific time period during which the researcher is requesting permission from the parents to access their child's school records.		

¹A copy of **all** questions on a questionnaire must be submitted to the Committee.

²When conducting interviews, researchers are required to submit a copy of the interview questions. If the researcher is hoping to simply let participants speak about a topic, the researcher still needs to provide the Committee with the structure of the interview, providing which areas will be explored. The researcher should also provide an informed consent letter which fully describes to participants the areas of questioning and providing, when applicable, questions that may be intrusive (e.g., questions about illegal activity).

³Confidential information must be maintained in a secure location, such as a locked file cabinet.