Informed Consent for Exempt Studies Template

# The SUNY New Paltz HREB expects that researchers provide participants with consent information that includes, at a minimum:

1. A statement that they are being asked to participate in a research and participation is voluntary.
2. The identity and affiliation of the researcher.
3. A summary of the research, including: purpose, duration, and procedures.
4. A brief statement how investigator will maintain privacy and confidentiality
5. A statement about how data will be used in the future
6. Information on reasonable, foreseeable risks or discomforts.
7. Information on reasonable, expected benefits.
8. Contact information for questions and concerns about the research.
9. Describe how to access and complete or submit the survey

## When applicable, the informed consent statement should also describe:

* This research is intended for individual 18 years of age or older. If you are under age 18, do not complete the study.
* Describe any use of information about participants obtained from records (e.g., student coursework, medical information, data from a prior study);
* Describe your plans to audio/video record or photograph participants and how recordings/images will be used and retained;
* If deception about the purpose or nature of the study is planned, prospective subjects must be informed that they will be unaware of, or misled about, the nature or purposes of the research, and agree to proceed. You can say: "As part of this research design, you may not be told or may be misled about the purpose or procedures of this research. However, the purpose or procedures of the research will be disclosed to you following your participation."

Note: Other regulations such as FERPA, HIPAA, or GDPR may require written consent regardless of the level of HREB review. In order to process deception/incomplete disclosure studies at the Exempt level, prospective agreement must be obtained.

Example Informed Consent Information Sheet for Exempt Studies

Title of Research Study:Environmental Concern and Well-being

Principal Investigator: Jane Doe, Department of Psychology, SUNY New Paltz, Doej@newpaltz.edu

Faculty Advisor:Maryalice Citera, Department of Psychology, SUNY New Paltz, citeram@newpaltz.edu

You are being asked to participate in a research study. Your participation in this research study is voluntary and you do not have to participate.

If you participate in this study, you will be asked to complete a survey asking you about your concern for environmental issues and your current level of life satisfaction. The survey should take approximately 15 minutes to complete.

There are no expected risks to you as a result of participating in this study.

You will not benefit directly from participation, but we hope to learn things that will help researchers in the future.

We will protect your information and make every effort to keep your personal information confidential, but we cannot guarantee absolute confidentiality. No information which could identify you will be shared in publications about this study.

If you have any questions about this project or your participation, please feel free to contact *Jane Doe* at *[phone number and/or email address]* at any time. (NOTE TO HREB: should this also include the faculty advisor info?)

The SUNY New Paltz Human Research Ethics Board has determined that this study is minimal risk and is exempt from full HREB oversight.

**Please take all the time you need to decide whether you would like to participate in this research study.** If you decide to participate, your completion of the research procedures will indicate your consent.

***Optional***

This research is only for U.S. residents over the age of 18.

*If audio/video recording:* You will be audio/video recorded*.* If you do not want to be audio/video recorded, please inform the researcher. If you continue with the study, you are consenting to be audio/video recorded. (NOTE: A researcher might want to get a signed audio-video recording release, depending on how they plan to use the recording.) See the HREB's policy on audio-video recording [add link?].

*If data sharing*: De-identified data from this study may be shared with the research community at large to advance science and health. We will remove or code any personal information that could identify you before files are shared with other researchers to ensure that, by current scientific standards and known methods, no one will be able to identify you from the information we share. Despite these measures, we cannot guarantee anonymity of your personal data.

*Compensation information:* If you are paying participants or giving them subject pool credit, you should describe what the compensation is and what they will need to do to get it. If using MTurk, please review the HREB's MTurk guidelines [add link?]. For example: **if SONA/Psychology Research Participation credit will be given:**

"You will receive 1 SONA credit for your participation. Your name and identifying information will not be connected in any way to your responses in this study. The online system will grant you credit when you submit your responses by separately submitting your Identity Code to the Sona system while your responses are sent to a different database for retrieval by the researcher."

*For Online Surveys and Interviews:* Before you begin, please note that the data you provide may be collected and used by *[Online Survey or Interview System]* as per its privacy agreement. Please be mindful to respond in a private setting and through a secured Internet connection for your privacy. Your confidentiality will be maintained to the degree permitted by the technology used. Specifically, no guarantees can be made regarding the interception of data sent via the Internet by any third parties.