

HWS Institutional Review Board Informed Consent Checklist

When using humans as research subjects you must first obtain their informed consent. Use this checklist to effectively create an informed consent form. See sample consent form on IRB Web site for an example.

- A statement explaining the purpose of the research and its expected duration.
- A description of the procedures to be followed.
- A description of any reasonable foreseeable risks or discomforts to the subject, including invasion of privacy, if appropriate.
- A description of any anticipated benefits resulting from the research, either to the subject or to others, if appropriate.
- A statement informing subjects about how their anonymity and confidentiality will be protected in the project, including the use of by assigned code numbers, limitations of who has access to data, steps to securely store the data, etc.
- A statement that the subject's participation is voluntary, and that his/her refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
- If written informed consent is required, a place for the subject to sign and date the form and a statement that a copy of the signed consent form will be given to the subject for his/her records.
- If the subject is a minor, a statement of parental or guardianship responsibility in consenting to the child's participation in the study with a place for the parent to sign and date the form in addition to the participant's signature.
- The name, addresses, and contact information of the principal investigator (PI) of the research project and his/her affiliation with Hobart and William Smith Colleges. If the PI is a student, the name and contact information of the faculty supervisor is also required. Student researchers in particular may wish to identify themselves and the nature of their research in the Informed Consent Form.
- A statement acknowledging that participants will be debriefed after data have been collected, if appropriate.
- A statement informing the subject that any inquiries regarding concerns about the subject's rights or any other aspect of the research as it relates to his/her participation as a subject can be directed to Hobart and William Smith Colleges' Institutional Review Board. Inquiries may be directed to:

IRB Chairperson
Office of Academic and Faculty Affairs
Hobart and William Smith Colleges
Geneva, NY 14456