



NLU Institutional Research Review Board
INFORMED CONSENT DOCUMENT(S)

REQUIRED ELEMENTS

An informed consent form must be developed for each data collection activity that involves the use of Human Participants (i.e., interviews, focus groups, observations) and must be included with the application packet.

To ensure that participation is voluntary, be sure that the participant is not coerced or influenced by relations of power to the participant. This can especially be an issue with vulnerable populations—prisoners, students, and disabled persons. This may extend to researchers who serve in a supervisory and evaluative capacity in relationship to the participants.

If a participant is under the age of eighteen, the consent of a parent or guardian is required. If a participant over the age of eighteen, and is disabled and unable to give consent, the consent of a legal guardian is required.

You cannot assume that, because a person is participating, s/he has given consent. It must be explicit and in writing.

PLEASE NOTE: Before collecting your data, you should secure **two** copies of the signed consent form (a copy for you and the participant), and a letter of agreement from the cooperating institution or organization, if applicable.

The informed consent form must include **ALL** of the following:

1. A statement identifying the researcher's affiliation with National-Louis University, if appropriate.
2. A clear and concise description of the purpose of the study in language that the participant can understand.
3. An identification of the anticipated risks (physical, emotional, social, political, economic) and benefits to the participant.
4. A description of the procedures you will follow: what is expected of participants, what they will be required to do, what data will be collected and how it will be used, and the time required for participation.
5. A statement regarding the voluntary nature of participation and the right to withdraw at any time without negative consequences.
6. An explanation of how confidentiality will be protected.
7. A statement regarding the protection of the audio and visual recordings of the participant and field notes. Identify who, if anyone, will have access to the tapes, transcripts and field notes.
8. An offer to make available the results of the research in some form.
9. An explanation of whom to contact for answers to questions about the research project and participant rights. This should include the name, title, address and telephone number of the researcher and, if the researcher is a student, the primary advisor/program chair.