Consent Form Checklist

Researchers should conform to all of the following items in the Consent Form that they include with their HSR application.

1. Plain and clear language. Easy to follow and understandable by research subjects.

2. Clear **identifying information**:
   a. Name of researcher(s), institution (Garrett-Evangelical Theological Seminary), and supervising faculty.
   b. Contact information.

3. Succinct explanation of the **purpose** of the research and why the person is being invited to participate.

4. Succinct explanation of the **procedure/process** of the research.

5. Explicit indication of **time** required for participation.

6. Statement about **voluntary** nature of participation, and how subjects may withdraw from the study or decline participation in specific parts of the study without negative consequences.

7. Statement about potential **risks** and **benefits** of the research based on Research Risk Assessment Rubric. It should be honest and instructive, but not unhelpfully alarmist (e.g., “you may experience pain”).

8. As appropriate, offer **resources or remedies** for those adversely affected by the risks of the project, such as access to a counselor.

9. Statement explaining how you will ensure **confidentiality** and **anonymity** of research. (Subjects may be invited to choose their own pseudonyms.)

10. Statement about **mandatory reporting**, explaining that you will break confidentiality if a participant discloses potential abuse or harm about themselves or others.

11. Indicate how **data** will be stored securely, how long it will be kept, and what will happen to it after the designated hold period. (In keeping with federal regulations, G-ETS policy states: “Research investigators are responsible for retention of research files and informed consent documents for at least three years after completion of the research activity.”)

12. Explanation of how the **results** will be shared.

13. Statement about the **publication** of research data. (If applicable, mention possible usage of research data for other publications in the future.)
14. A simple statement of consent. The statement should include all ways in which participants will have **data collected** from them (e.g., notes taken during interviews, audio recording, video recording).

Sample: “By signing below, you are agreeing to an audiotaped interview for this research study. Be sure that any questions you may have are answered to your satisfaction. If you agree to participate in this study, a copy of this document will be given to you” (Moschella 2008, 97).

<table>
<thead>
<tr>
<th>Participant’s Signature</th>
<th>Researcher’s Signature</th>
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<tbody>
<tr>
<td>Participant’s Printed Name</td>
<td>Researcher’s Printed Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
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</tbody>
</table>

Participant gets a copy. Researcher keeps original.