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|  **Basic Formatting** | **Completed** | **N/A** |
| NKU Informed Consent template | [ ]  | [ ]  |
| Document says Informed Consent at the top of document and… | [ ]  | [ ]  |
| Stands alone | [ ]  | [ ]  |
| Is centered | [ ]  | [ ]  |
| Appropriate reading grade level | [ ]  | [ ]  |
| Version # and date in footer | [ ]  | [ ]  |
| **Consent Sections (Required for all studies)** | **Completed** | **N/A** |
| A statement that the study involves research | [ ]  | [ ]  |
| An explanation of the purpose(s) of the research (e.g., your broad research question, what you generally are trying to investigate or understand) | [ ]  | [ ]  |
| The expected duration of the individual’s participation (e.g., how much of the participant’s time will be needed on how many occasions over what period of time) | [ ]  | [ ]  |
| A description of the procedures to be followed (e.g., what the participant can expect to do, the activities in which the participant will engage) | [ ]  | [ ]  |
| A description of any reasonably foreseeable risks or discomforts to the subject and how you will attempt to minimize them | [ ]  | [ ]  |
| A description of any benefits to the subject or to others which may reasonably be expected from participating in the research | [ ]  | [ ]  |
| A statement explaining how identifiable information will be kept confidential | [ ]  | [ ]  |
| For research involving more than minimal physical risk, an explanation of medical treatment that will be provided, available compensation, and the source of further information.  | [ ]  | [ ]  |
| Research, Rights or Injury: An explanation of whom to contact for answers to questions about the research and participant rights, and whom to contact in the event of a research-related injury. | [ ]  | [ ]  |
| The following statements (or slightly modified variations): | [ ]  | [ ]  |
| *Participating in this research study is voluntary* | [ ]  | [ ]  |
| *You may stop participating at any time without penalty* | [ ]  | [ ]  |
| *Deciding not to participate in this study involves no penalty or loss of benefits and will have no effect on services to which you are entitled.* | [ ]  | [ ]  |
| Explain who will have access to the participant’s data | [ ]  | [ ]  |
| Explain that participant data will be kept for six years  | [ ]  | [ ]  |
|  |  |  |
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| **Consent Sections, cont. (Required for all studies)** | **Completed** | **N/A** |
| Include the following wording at the end of all consent statements or documents (insert the indicated contact information)  | [ ]  | [ ]  |
|  *“If you have questions about this research study, please contact (insert names, phone*  *numbers, and email addresses for both the principal investigator and faculty advisor or thesis*  *chair).”* | [ ]  | [ ]  |
|  *“If you have questions about your rights as a participant in this research study, please contact*  *[IRB Chair Name], Chair, Institutional Review Board, Northern Kentucky University at [IRB Chair Phone Number] or at [IRB Chair Email Address]”* | [ ]  | [ ]  |
| For consent document, a line for participants name (printed) | [x]  | [ ]  |
| For consent document, a line for participant’s signature and date  | [ ]  | [ ]  |

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| **Additional Elements (study dependent)** | **Completed** | **N/A** |
| Anticipated circumstances under which an individual’s participation may be terminated by the investigator without regard to the subject's consent | [ ]  | [ ]  |
| Any additional costs to the subject that may result from participation in the research | [ ]  | [ ]  |
| The procedure for withdrawing from a research study. | [ ]  | [ ]  |
| The approximate number of participants to be recruited for the study | [ ]  | [ ]  |