**SU IRB Online Survey Template**

**TIPS**

* Customize highlighted portions for your individual study.
* Use simple, conversational language, and avoid technical terms.
* Use pronouns (I, we, you), but change “we” to “I” if you’re the only researcher.
* Use short paragraphs (~4 lines or fewer), not large chunks of text.
* When finished, ***proofread*** the document for sense and accuracy. ***Delete these instructions and all red text before submitting to the IRB. Remove all highlighting.***
* Make this consent document the first question/page of your online survey.

**Seattle University**

**Consent to Participate in Research**

We’re inviting you to participate in a research study [Approved Title of the Research Project] that [explain in a short sentence the project’s goal]. **Examples:** … to understand how social media may affect self-confidence. **– or –** to learn whether a connection exists between positive thinking and improved test performance.

This [length] survey will [provide more information on the types of questions/data you will seek and anticipated time involved]. **Example:** This 25-question survey will ask about how often you use social media, what types of social media you use, how confident you feel about yourself, how you compare yourself to others on social media, etc. The survey will take about 20 minutes. Participation in this survey is completely voluntary, and you may stop at any time without any consequences.

We’ll collect the following information for the research study: [list] **Examples:** your name, email address, and the psychology class you’re enrolled in]. – **or** – We will not collect any direct identifiers for this study, but we will be asking [list] **Examples:** age range, gender, race/ethnicity, religion, etc. This information is necessary [explain why].

[**RISKS** **-- Examples only**: customize to fit your study]

* You may find some questions personal or upsetting. You can skip any questions you don’t want to answer, or stop the survey entirely.
* Other risks? – think about emotional, social, and/or financial risks.
* Whenever you provide information online, your data could be intercepted. We’re using a secure system to collect this data [elaborate if desired – Qualtrics, etc.], but we can’t completely eliminate this risk.
* [use for MTurk surveys] Amazon could link your worker ID (and associated personal information) with your survey responses. Make sure you have read Amazon’s MTurk participant and privacy agreements to understand how your personal information may be used or disclosed.
* To minimize the risk of anyone seeing your data who shouldn’t, we will make sure: [Use whichever bullet points apply to your study: delete those not applicable – **or** – add other ways you’ll protect data security.]
	+ Data is anonymous. **– or –** All identifying information is removed and replaced with a study ID. [If you ask for extensive demographic information, your study may not be anonymous. You should state “confidential” instead.]
	+ We’ll remove all identifiers after [insert amount of time or specific event].
	+ [Explain where data will be stored.] **Example:** We’ll store all electronic data on a password-protected, encrypted computer. **– or –** On the servers for the online survey software (Qualtrics). [How long will it be kept? – insert amount of time]
	+ [If applicable] We’ll keep any identifying information separate from your research data, but we will be able to link it to you. We’ll destroy this link after we finish collecting and analyzing the data.

[List individual BENEFITS (if any). List benefits to a larger group or society (such as helping understand more about xyz).]*Don’t include incentives here*.

Participation in the project will require no monetary cost to you. [State whether incentives or thank you gifts will be provided (*food/beverages do not constitute incentives)*.]

[Delete if n/a] **Funding source:** [insert] is funding this research study.

Only I/we will have access to the information you provide [, as well as our faculty adviser]. If we share our findings in publications or presentations, the results will be [in aggregate (grouped) data, with no individual results – or – de-identified (no names, birthdate, address, etc.).] If we quote you, we’ll use pseudonyms (fake names).

[Delete if n/a] Because Amazon owns the MTurk internal software, and to issue payment, Amazon will have access to your MTurk worker ID. Amazon could possibly link your worker ID (and associated personal information) with your survey responses.

[Delete if n/a] Add anyone else who may potentially access the data. Describe the purpose of this disclosure, and what type of data (identifiable, de-identified, etc.).

If you have any questions about this research, contact [insert Researcher name(s), phone & email]. If you have any questions about your rights as a research participant**,** contact the SUInstitutional Review Board at 206-296-2585 / irb@seattleu.edu

If you meet the eligibility criteria below and would like to participate in this study, click the button to begin the survey. Remember, your participation is completely voluntary, and you’re free to withdraw at any time.

* I am at least 18 years old
* [insert any other inclusion/exclusion criteria]