# SAMPLE ASSENT FORM (13-17) FOR CONFIDENTIAL SURVEY

## (STUDY TITLE)

We are asking you to participate in a research project being conducted by (*name*), a (*faculty member, staff member, graduate student, undergraduate student*) in the Department of (*name*) at the University of Maine. *If the principal investigator is a student, also name the faculty sponsor, their title, and their department.* The purpose of the research is \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

### What Will You Be Asked to Do?

If you want to participate, you will be asked to take a confidential survey. It should take you about X minutes to participate.

### Risks

*Note that there is always some risk, at minimum the participant’s time and inconvenience. Listed below are examples.*

- Other than your time and inconvenience, there are no risks to you participating in this study.

***Or***

- You might be uncomfortable answering some of the questions. You can skip any questions at any time for any reason*. Provide referral resources if questions are very sensitive, e.g., depression, suicide, etc. Referral resources may include the child’s school guidance counselors, National Hotlines, etc. Either include the resources within the consent, or reference to resource information (i.e. see referral handout).*

### Benefits

***Two*** *benefit statements are required – benefit to participant (if any) and potential benefit of the research*. *Listed below are examples.* ***Note: Compensation is* not *a benefit.***

(*Most surveys do not have a benefit to participants.*)

- While this study will not have a direct benefit to you, this research may help us learn more about…

- You could learn better ways to cope with everyday stress. In addition, this research may help us learn more about…

### Compensation

*If you are not offering compensation, leave this section out.*

*List (1) the type and amount of compensation, (2) what qualifies participants for the compensation, and (3) when/how compensation is awarded.*

*Below are examples:*

***Note:******See Item #8 on checklist for additional guidance if compensation exceeds $75****.*

- You may enter a raffle to win *one of two $25 Amazon gift cards*. You must submit the survey in order to enter the raffle, though you may skip the occasional question. Winners of the raffle will be notified and receive their gift card via email no later than XXXX *(date).*

- You will receive extra class credit for participating in the survey. You must submit the survey in order to receive this extra credit, though you may skip the occasional question. If you choose not to participate in this study, alternative ways of earning this credit will be available. *Mention here what those alternatives are.*

### Confidentiality

*Sample for when data are confidential (****not anonymous; see the sample consent form for anonymous surveys on our website****), i.e., names are connected to data, typically by use of a code/key.* ***Note****: This is a sample; it may not fit your study. For example, a key may not be necessary in studies where there is no follow-up planned or in which the data is not sensitive. The important aspect is to tell participants how and where their data will be kept to ensure confidentiality and how long it will be kept.*

Your name will not be on any of the data. A code number will be used to protect your identity. A key linking your name to the data will be kept separate from the data *in a locked office* (*if paper*)and destroyed by XXXX (*date*). *If a key will be kept electronically, explain that it will be stored on a password-protected computer using software that provides additional security.* Data will be kept on a password protected computer and kept (*indefinitely or destroyed by date*). *List others who may have access to data, such as faculty advisor and/or others working on the project.* Your name or any other identifying information will not be reported in any publications.

### Voluntary

You do not have to participate in this study and no one will be upset if you choose not to participate. If you want to take part in this study, you can skip any questions and stop whenever you want. *Explain whether stopping will alter compensation to be received, e.g., “… stop at any time, but you must reach the end of the survey to receive the extra credit; “While you may skip the occasional question, you must submit the survey to enter the raffle.”*

### Contact Information

If you want to know more about this study, you can contact me at (*phone, e-mail*). You can also contact my faculty advisor at (*phone, e-mail*). If you have any questions about being a research participant, you can contact the Office of Research Compliance, University of Maine, 207-581-2657 (or e-mail [umric@maine.edu](mailto:umric@maine.edu)).

### Assent Statement

*It may be appropriate to ask for oral assent in studies where the risk is minimal i.e. educational research surveys. In these cases, researchers should document that they have received oral assent in a way they find appropriate. If oral assent is appropriate for your study, continue with the following section:*

Would you like to be in my project?

***Or***

*If documented assent from the minor participant is appropriate for your study, continue with the following section:*

I agree to participate in this study.

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Your Name (Printed) Date