# SAMPLE CONSENT FORM FOR CONFIDENTIAL SURVEY

*(Use in conjunction with the* [*Informed Consent Checklist (Word)*](https://umaine.edu/research-compliance/resource/informed-consent-checklist/) *and* [*Informed Consent Guidance*](https://umaine.edu/research-compliance/human-subjects/informed-consent-guidance/) *on the Institutional Review Board [IRB] website)*

## (STUDY TITLE)

You are invited 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You must be at least 18 years of age to participate. *The age statement is not always required. An example of when it is required is if the study involves the UMaine undergraduate student population. If there is a chance that someone in the population you are studying could be under 18, include the statement.*

### What Will You Be Asked to Do?

If you decide to participate, you will be asked to take a confidentialsurvey. 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.*

- Except for your time and inconvenience, there are no risks to you from participating in this study.

***Or***

- There is the possibility that you may become uncomfortable answering the questions. You may skip any question 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 have no direct benefit to you, this research may help us learn more about…

- You may 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 one research credit for participating in the survey. You must submit the survey in order to receive this research credit, though you may skip the occasional question. If you choose not to participate in this study, you may earn your required research credits by completing a research paper as outlined in your course syllabus.

### Confidentiality

*Sample for when data are confidential (****not anonymous****; see the* [*sample consent form for anonymous surveys on our website*](https://umaine.edu/research-compliance/resource/sample-consent-anonymous-survey-18-years-old/)*), 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

Participation is voluntary. If you choose 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 enter the raffle; “While you may skip the occasional question, you must reach the end of the survey to receive the extra credit.”*

### Contact Information

If you have any questions about this study, please contact me at (*phone, e-mail*). You may also reach the faculty sponsor on this study at (*phone, e-mail*). If you have any questions about your rights as a research participant, please contact the Office of Research Compliance, University of Maine, 207-581-2657 (or e-mail [umric@maine.edu](mailto:umric@maine.edu)).

Submitting the survey indicates consent.