**SAMPLE Consent Form for Adult Participants**

Dear [xxx],

I am a [*state your position*] at Saint Mary’s College of California in Moraga. I am also a [*list other examples, qualifications here, if relevant to your study].* I am conducting a study on [*explain what the study entails*]. The purpose of my study is [*explain what you are trying to accomplish and/or learn from your study*].

By participating in this study, you will be asked to do [*explain what participants will have to do, how long, how often, etc.*]. [*Provide details of audio/video recordings if they are part of the study. You also need to provide a release form.*] It should take you about [*estimated time*] to complete. In order to participate, you must be at least 18 years old.

Risks to participating in this study include [*list all risks here and how you will minimize them. If the risks include raising emotional issues, you should include contact information for a counseling center or other resource.*]

Your participation is voluntary and you may choose to withdraw at any time or choose not to answer every question. Your decision to participate in my study or your responses in my study will not alter my relationship to you in anyway. [*If you hold authority over the participants, explain how you separate the role of the researcher from the position of power.]*

I assure you that if you choose to participate, your [*written/oral/etc.*] responses will remain anonymous. [*If you are not keeping anonymity, explain why and potential risks involved in the personal identification disclosure*.] In order to protect confidentiality, I will take the following steps: [*describe the steps that you take to maintain confidentiality.*] [*If the data is not confidential, explain why and potential risks involved in disclosing the participant’s written/oral accounts*.]

In gratitude for participating in my study, you will be eligible to receive [*list any reward here as well as the process by which a reward would be administered. Please note that you are not required to offer a reward.*]

The data will be analyzed in collaboration with [list the name of co-investigator(s) or faculty advisor, if any]. I will then present the results [list any forms/places your data will be presented or discussed]. You are welcome to ask me for a copy of my report when it is completed.

Should you have any questions or concerns at any point during the duration of my study, please feel free to contact me by email at [list your contact information]. [*State the name and contact of the faculty advisor, if any.*] Thank you in advance for your assistance with my research.

Sincerely,

[Your name here]

<Continues to the next page>

* Online survey should have the following two options:

Agree to participate 🡪 Proceed to the survey

Decline to participate 🡪 Go to the exit page

* Onsite survey, experiment, or observation should have the following statement with a space for signature and date. No signatures are required for survey data with no risk.

You affirm that you have read the above information and have been given a chance to ask questions to the researcher, if you are uncertain or unclear about any of the information described above.

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Signature of Participant Date