***Instructions***

1. ***Use this template for exempt student-led interview research.***
2. ***Delete these instructions before submitting this consent form to the IRB or copying it to your survey software.***
3. ***Replace italicized directions/guidance (anything in this font color) with information specific to your study and reformat for consistency.***
4. ***Suggested language is provided. You may edit this language to align with your methodology and for the understanding of your subject population as appropriate. Any edits you make must still meet the standards for informed consent.***
5. ***Use plain language, generally at 8th grade reading level, that the subjects will understand. Resources for plain language revisions are provided on Canvas.***
6. ***Please ensure the anonymous reporting link works. The URL is:*** https://www.longwood.edu/studentresearch/institutional-review-board-irb/report-irb-concern/

**Longwood University**

**Study Title *(use the title on the IRB proposal)***

***Optional: Student Researchers Names and class***

Thank you for your interest in this research. The purpose of this research is to *(provide a short explanation of what you are trying to find out. No more than 1-2 sentences)*. I will ask you *(what are you going to ask about? The subject should know what kind of questions to expect. No more than 1-2 sentences).* *(If your interview is about sensitive information that may cause discomfort include* “*you may find some of the questions uncomfortable or intrusive”)* You are free to skip any question for any reason**.**  I will record your interview and transcribe your answers. All identifying information will be removed from the transcription. There are no risks beyond those ordinarily encountered in daily life or during the completion of routine interviews *(if this is true, if there are risks add them here)*. Your responses will be confidential and maintained on a secure server and deleted at the end of the semester.

While there is no compensation or direct benefits, your participation will *(what? Contribute to knowledge about something, or understanding of an issue? No more than 1 sentence)*. The interview will take approximately *(how many minutes?*) to complete. Your participation in this interview is voluntary and there is no penalty for declining to consent or withdrawing your consent at any time. If you decide to withdraw your consent we will delete your responses.

This research is being completed by student researchers as a class assignment for *(Class name/number)* taught by *(Faculty PI’s name)* in the *(department name)* and has been approved by the Longwood University IRB. The results will be aggregated by the student researchers and presented at (*e.g. Spring Research Symposium, where will the data be presented?)* without any personally identifying information. These results will not be used for future research projects. If you have any concerns about this research or your participation, you may anonymously report them to the Longwood University IRB [here](https://www.longwood.edu/studentresearch/institutional-review-board-irb/report-irb-concern/) or contact *(Faculty PI name and email address)* or the Longwood IRB (IRB@longwood.edu).

*By checking the box below you indicate that you have read and understand the information provided above and you consent to participate in this research study. OR Please reply to this email/message indicating that you have read the information provided and consent to participate in this research study.*

[ ]  I consent to participate in this research

[ ]  I DO NOT consent to participate in this research

*Add a signature block for hard copies*