***Instructions***

1. ***Use this template for exempt survey research.***
2. ***Delete these instructions before submitting this consent form to the IRB or copying it to Qualtrics.***
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.***
6. ***Use the Rich Content Editor tool in the Qualtrics question panel to format the consent material. The participant should not see an unbroken wall of text! Add bold, italics, underline, breaks, and other formatting to ensure the readability of the consent material.***

***Final Page of the Survey: This final page should appear after the respondent submits their survey responses and is only for the respondents who did complete your survey. On this page you will have information thanking the respondent for their participation, providing information and resources if needed.***

***Include a link to the anonymous IRB reporting page***

[***https://www.longwood.edu/studentresearch/institutional-review-board-irb/report-irb-concern/***](https://www.longwood.edu/studentresearch/institutional-review-board-irb/report-irb-concern/)

***Make sure to edit the hyperlink into the text. For example: If you have any concerns about this survey 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/)***.***

**Longwood University**

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

***Student Researchers Names and class***

Thank you for your interest in this survey. 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)*. This survey 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 survey 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 or item for any reason *(this does not apply to screening questions or consent material!)***.** The survey is anonymous, there are no risks beyond those ordinarily encountered in daily life or during the completion of routine surveys *(if this is true, if there are risks add them here)*. Your responses will be confidential and maintained on a secure server. *(adjust this language if you are collecting identifiers by deleting “The survey is anonymous”)*

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 survey will take approximately *(how many minutes?*) to complete. Your participation in this survey is voluntary and there is no penalty for declining to consent or withdrawing your consent at any time. Because your responses are anonymous, we will not be able to delete your responses after you submit the survey. *(OR If you decide to withdraw your consent we will delete your responses– use if you are collecting identifiers)*

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. The data will not be shared or used for future research projects. If you have any concerns about this survey 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 Mentor 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.

[ ]  I consent to participate in this research

[ ]  I DO NOT consent to participate in this research *(skip logic takes the subject to the “End of Survey” page without seeing questions)*