

Sample JCU Class Research Project Information Sheet

(To be used by student researchers when conducting a survey in a JCU class for a class project)

STUDY INFORMATION SHEET

[Study Title]

You are being asked to participate in a class research project about *[insert general statement about study]*. Please read this form and ask any question before agreeing to be in the study.

This research project is being conducted by *[student's name]*, a student researcher. This project is part of a course in the Department of *[name of department]* at John Carroll University.

BACKGROUND INFORMATION

The purpose of this research is *[explain the research question and purpose]*.

PROCEDURES

If you agree to be a participant in this project, you will be asked to do the following things.

- *Describe the procedures to be followed (i.e. complete a survey, look at pictures and complete a questionnaire etc. Include audio taping or videotaping if applicable)*
- *State the duration of the study (i.e. how long the survey will take) and where it will take place.*

ELIGIBILITY REQUIREMENTS

- *Add eligibility requirements such as “You must be 18 years of age or older to participate.”*

RISKS AND BENEFITS

This research has the following risks....

- *Explain any expected risks or discomforts a subject may experience and the likelihood of the risks/discomforts. Risks may be physical, emotional, an uncomfortable feeling, embarrassment, etc. If there are no known risks/discomforts to participation say “There are no known risks or discomforts associated with this project.”*

The benefits to participation are....

- *Explain benefits of participation that will be gained by the participants or others.*

ALTERNATIVES

- *List any alternatives to the study (i.e. subject may choose to do an alternative class assignment for extra credit instead of participating in the research.) If there are no alternatives exclude this section.*

PRIVACY

- *List the extent to which confidentiality or anonymity of the data and privacy of the subject will be maintained. Note in many JCU class settings the subject pool is very small and therefore obtaining anonymous data can be difficult. Data can only be considered anonymous if there is no link between the data and the subject. If a subject can*

potentially be identified or linked to the data through identifiers like demographic information (i.e. gender, race, religion, etc.), handwriting, the manner in which data (i.e. surveys) are collected, etc. then an investigator cannot claim that data will be collected anonymously. In most cases, student investigators can only claim that data collected for class research projects will be kept confidential and reported without identifiers.

- *State who will have access to the data.*
- *State that data may be published or presented (or how it will be publicly presented) and how privacy will be maintained.*
- *If applicable and with respect to confidentiality and/or anonymity, explain how surveys will be distributed, returned, and handled (i.e. will surveys be sealed by subjects in an envelope before they are returned)*
- *If applicable, state how tape or video recordings will be made and used (i.e. transcribed, copied, etc.), who will have access to them, and when they will be erased or destroyed.*

VOLUNTARY PARTICIPATION

Your participation is voluntary. There is no penalty if you choose not to participate and you are free to withdraw at any time. [Note that a subject cannot withdraw once an “anonymous” survey is submitted; however, a subject may choose not to complete the survey.]

- *If applicable, state that a subject may skip any questions they do not feel comfortable answering.*
- *If applicable, state that the subject may request the audio or video tape to be turned off at any time.*
- *If applicable, state that the subject may leave class [or what the subject should do] if they do not want to complete the survey.*

CONTACTS AND QUESTIONS

The researcher conducting this study is [student investigator’s name]. If you have questions you may contact him/her at [investigator’s contact information]. You are also welcome to contact the course instructor, [instructor’s name], at [instructor’s contact information.]

If you have questions about the rights and welfare of research participants please contact the John Carroll University Institutional Review Board Administrator at (216) 397-1527.

ADDITIONAL INSTRUCTIONS and INFORMATION

If you want to participate please complete the survey and return it to [state who will collect the survey].

- *If applicable, state “Your class instructor has agreed to help administer and collect the survey on behalf of, [student investigator’s name].”*
- *Add any other instructions the subjects need to know (i.e., seal your survey in the envelope provided before returning it to your instructor, return your survey face-down to your instructor and she will put it in an envelope, etc.*

CONSENT

By completing the attached survey you are giving your consent to [student investigator’s name] to use the information you provided on your survey for his/her class research project

and for any other presentations and publications that may arise. You are also confirming that you are 18 years of age or older.

- *Under some circumstances the IRB may determine that an investigator must obtain a subjects written signature. If this is necessary the IRB will let you know and will help you modify this information sheet.*

A COPY OF THIS INFORMATION SHEET IS BEING PROVIDED TO YOU FOR YOUR RECORDS