Information for Class Project Participation

**[Title of Project]**

## You are invited to participate in a student project by [student name or names], a [title. e.g student] in [the Class Name] at Utah State University.

## The purpose of this project is to [describe the purpose of the project in common, everyday language]. Specifically, we are interested in learning about [insert project-specific details, avoid jargon and be sure to define any specific terms]. You are being asked to participate in this project because [insert specific details about eligibility].

If you take part in this project, you will be asked to [insert a detailed description of what participants will be asked to do. *Take care to use easily understandable terms. Ensure that you include a task-by-task and total time estimate (e.g. “you will participate in three separate surveys which should each take 15 minutes. Your total participation in this project is expected to be 45 minutes over the course of three weeks”)*].

The possible risks of participating in this project include loss of confidentiality, [describe any additional risks, including physical, psychological, privacy, legal, social, or economic, that may result from project procedures (e.g., answering uncomfortable questions, participating in focus groups). *Do not understate risk and/or discomfort*.]

*It is incredibly common not to have direct benefits to participants, so please do not go out of your way to overstate direct benefits*. We cannot guarantee that you will directly benefit from this project, but it has been designed to learn more about[insert purpose or topic].

**We will make [every/reasonable] effort to ensure that the information you provide remains confidential**. We [will/will not] reveal your identity in any publications, presentations, or reports resulting from this project. *If applicable to your project:* However, it may be possible for someone to recognize the specifics you share with us. *If your project takes place in a group setting, please add a statement that:* While we will ask all group members to keep the information they hear in this group confidential, we cannot guarantee that everyone will do so.

**We will collect your information through** [list data collection methods (e.g. video recordings, audio recordings, interviews, Qualtrics, email, seeking the information from a third party, etc.)]. *If you will collect or store data online:* Online activities always carry a risk of a data breach, but we will use systems and processes that minimize breach opportunities. This [Insert data type (e.g. information, survey data, etc.)] will be securely stored in [insert storage location (e.g. a restricted-access folder on Box.com, an encrypted, cloud-based storage system *(USU’s recommendation for all digital content*) and/or in a locked drawer in a restricted-access office *(USU’s recommendation for all physical content, but please state how you’re storing/protecting things regardless of the recommendations above)*]. *If you have data where identifiers can be separated and destroyed, state the timeframe for doing so. If your data is necessarily identifying (e.g. videos, extensive demographic data, etc.) state the timeframe for destruction of that data and what, if anything, will be kept.*

*Delete this section if no compensation will be distributed.* **For your participation in this project you will receive** [state the amount and type of payment]. *State whether compensation will occur if participation is incomplete, either due to their withdrawal or your termination of their participation, including whether compensation can occur in increments. If the compensation is in the form of extra credit, you must ensure that there is an alternative, non-project related extra credit opportunity available, and you must state what that alternative is here. If you are giving SONA credits for participation, you must state how many credits participants are eligible to receive – note that in-person lab components are often able to award one more credit than online procedures.*

Your participation in this project is voluntary and you may withdraw your participation [at any time/only during your active participation, by [describe how ***someone stops participating or withdraws their participation***, e.g. closing out a browser, submitting an incomplete survey, etc.] for any reason. If you have any questions about this study, you can contact [insert instructor name and contact information at a minimum, or both instructor and student contact information if you prefer for the student to be the primary point of contact]. Thank you again for your time and consideration. If you have any concerns about this study, please contact Utah State University’s Ethics and Compliance Hotline at (435) 797-1084 or fill out an online report found here: <https://usu.service-now.com/air>. *If you submitted and received a NHSR Determination to the IRB:* This project has been determined not to fall under the oversight of the Institutional Review Board (Determination #[XXXXX]), and has not been reviewed or approved by Utah State University’s IRB.

**By signing below, you agree to participate in this project.** You indicate that you understand the risks and benefits of participation, and that you know what you will be asked to do. You also agree that you have asked any questions you might have, and are clear on how to stop your participation in the project if you choose to do so. Please be sure to retain a copy of this form for your records.

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Participant’s Signature Participant’s Name, Printed Date

**OR**

**By continuing to the [measures, survey, etc.] you agree that you are 18 years of age or older, and wish to participate.** You agree that you understand the risks and benefits of participation, and that you know what you are being asked to do. You also agree that if you have contacted the project administrators with any questions about your participation, and are clear on how to stop your participation in this project if you choose to do so. Please be sure to retain a copy of this form for your records.