Upper Iowa University Human Subjects Committee (HSC)

Informed Consent Checklist

Each written informed consent form should contain the following elements*:

- A statement that the study involves research and an invitation to participate in this research
- An explanation of the purposes of the research
- The expected duration of the subject's participation
- A description of the procedures to be followed
- Identification of any procedures which are experimental (if applicable)
- A description of any reasonably foreseeable risks or discomforts to the subject
- A description of any benefits to the subject or to others which may reasonably be expected from the research
- A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject (if applicable)
- A statement describing the extent to which confidentiality of records identifying the subject or the participants' anonymity will be maintained
- For research involving more than minimal risk, an explanation as to whether any compensation is available, and an explanation as to whether any medical treatments are available, if injury occurs and, if so, what they consist of, or where further information may be obtained
- An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject
    - Please include both a phone number and an email address for EACH Principal Investigator
    - If you are a student investigator, please also list the name and the contact information of your supervising faculty or staff member
- A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits, to which the subject is otherwise entitled
- A statement saying a copy of the signed informed consent will be provided to each participant upon request.
- A signature and date line for each participant consenting to the study.
- A signature and date line for the Principal Investigator or study representative.

* *Depending on the nature of the study, additional elements may also be required (i.e. medical research, samples involving children and adolescents ages 14-17).*