

**Trinity Valley Community College  
Institutional Review Board**

## ELEMENTS OF INFORMED CONSENT

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Researchers must obtain the signed *informed consent* of participants. For those less than 18 years of age, the researcher must obtain the signed informed consent of parents or legal guardian and all reasonable attempts must be made to obtain each participant's *assent*, which is defined as the participant's agreement to participate in the study.

The informed consent must include the following in sequential order and in language which the participants can understand:

1. Statement of purpose of the study.
2. Short description of methodology and duration of participant involvement.
3. Statement of risks/benefits to the participants.
4. Explanation of compensation, where applicable.
5. Statement of data confidentiality.
6. Statement regarding the right of the participant to withdraw from the study at any time without negative consequences.
7. An offer to answer any questions the participant may have.
8. Contact information of all Principal Investigators, as well as contact information for Trinity Valley Community College's Institutional Review Board (currently Tina Tummel, Director, Institutional Research, 903.675.6282 or [trummel@tvcc.edu](mailto:trummel@tvcc.edu)).
9. Statement of approval by the Trinity Valley Community College Institutional Review Board.
10. Line for signature of participant, including a statement that the person is of age; or line for signature of both parents or legal guardian(s) of underage participant (except for questionnaire research in which return of questionnaire gives implied consent). (See Administrative Procedures, Special Considerations, Section A, for specific information regarding required parents signatures).
11. Where applicable, a signature line for assent of a participant under 18.

In situations where participants will be **deceived**, items 1 and 2 are omitted and participants are told (on the signed form) that disclosure of the purpose and/or methodology could bias the outcome of the study. In this case, **after the study is complete**, each participant must be presented with a description of the purpose and methodology as carried out and this document must be signed by the participants "after the fact" in order to guarantee informed consent.

**Include with your review application the actual Consent Form that will be provided to the participants.**

