

GEORGETOWN UNIVERSITY
INFORMATION TEMPLATE FOR
INTERVIEW AND SURVEY RESEARCH
EXEMPT AND EXPEDITED

All Georgetown University research, even research that is exempt from federal regulations, must adhere to basic ethical principles. The ethical principle of **Respect for Persons** recognizes the right of every human being to make her or his own autonomous choices in life, including choices about participating in research.

Providing people with sufficient information to make an autonomous choice about whether or not to participate in research is a basic element of **Respect for Persons**, and should be a routine component of any survey or interview research associated with Georgetown University.

Prospective subjects should be provided with an information sheet that describes the nature of the research, why they are candidates for the research, what risks, benefits, and alternatives are associated with the research, and what rights they have as research subjects. Researchers have an obligation to convey to the subject all the information needed for making a truly informed and voluntary decision about participating.

Be sure to address any risks related to a breach of confidentiality in an honest and open fashion. List all reasonably foreseeable risks, including social, psychological, or economic harm; risk of criminal or civil liability; or damage to financial standing, employability, or reputation.

Information sheets should be written at a 6th grade reading level or lower, which means sentences and paragraphs are short, terms and concepts are simple, and technical information is explained in non-technical ways. Use of active voice facilitates clear, effective communication. Information should be accurate and precise. The information sheet should be easy to look at, with a clear layout, white-space borders, and large fonts (12 pt minimum, 14 pt preferred).

Subjects are directly addressed as “you;” investigators are referred to as “we.”

The Georgetown University information template for exempt survey or interview research is attached. The template includes guidance on what information should be included in each section.

- All section titles are printed in **BOLD UPPERCASE** on the template and should be printed in **BOLD UPPERCASE** on the actual information sheet.
- Boilerplate language is printed in lowercase on the template.
- *Guidance for filling in each section is italicized and underlined on the template and should not appear in the actual consent document.*
- Blanks (_____) indicate that the investigator should fill in the appropriate information.

- All pages should be numbered (Page 1 of 3, 2 of 3, etc.).

**GEORGETOWN UNIVERSITY
INVITATION FOR RESEARCH**

You are invited to be in survey (or interview) research on _____.

This information sheet describes the research and its purpose. Being in the study is voluntary. You do not have to be in the study.

- Begin all informed consent forms with the invitation above. Complete the first sentence with a straightforward description of the topic of the study.

PROJECT TITLE: Use the same title as you use on your IRB application.

PRINCIPAL INVESTIGATOR: Name of the PI •

WHY IS THIS RESEARCH STUDY BEING DONE?

This study is being done to _____.

- Complete the sentence with a straightforward description of the purpose of the study. It should be a clear and short description of the “bottom line” of the study. Include the scientific, scholarly, or social benefits that you expect the study to produce.

WHAT WILL I BE ASKED?

- Refer to the subjects as “you.”
- List any inclusion or exclusion criteria, where applicable. Tell subjects exactly what to expect in the survey or interview. Explain the type of questions that will be asked. Be clear about questions that might be considered sensitive. Indicate how long the survey or interview will take. From the information you provide, subjects should be able to understand what is going to happen to them in the study.

ARE THERE ANY RISKS?

- Be sure to address any risks related to a breach of confidentiality in an honest and open fashion. List all reasonably foreseeable risks (whether or not involving breach of confidentiality), including social, psychological, or economic harm; risk of criminal or civil liability; or damage to financial standing, employability, or reputation.

WHAT ABOUT MY PRIVACY?

WHO CAN GET INFORMATION ABOUT ME?

To keep your information private, we will _____

- Describe confidentiality protections here. State whether you are recording identifiers. State if you are keeping data on a computer that will identify the subjects in the study. If you are, explain how you are protecting this information. Give details: for example, is the computer in a locked room; is it part of a network; is a password required for getting onto the system; who has access to the data, etc.

WILL I BE PAID?

You will / will not be paid for being in this study.

- Indicate whether subjects will be paid for participating.
- Include the following language only if subjects will be paid for their participation. Explain how and when payments will be made. The payment schedule must not be coercive (i.e., payments may not be excessive, and payments should ordinarily be prorated and paid out incrementally, rather than in a lump sum at the completion of the study).

This is how you will get paid:

- _____
- Where applicable include the following section indicating that subjects will receive course credit for participating. You **must** also describe alternate ways to get the same level of credit.

WILL I GET COURSE CREDIT?

You will receive the following course credit for being in the study:

- _____

You do not have to be in the study to get course credit. You can get the same credit in other ways that take no more time or effort. You can also get the same credit by:

- _____

WHAT ARE MY RIGHTS?

Being in this study is voluntary. You do not have to be in it. You do not have to answer every question. You can quit whenever you want to. You will not be penalized in any way. It will not harm your relationship with Georgetown University or any of its employees.

WHAT IF I HAVE QUESTIONS OR PROBLEMS?

Call _____ at 202-_____ if:

- You have questions about the study.

- You have any problems related to the study.
- You have any unexpected physical or psychological discomforts.
- Fill in the name of a researcher who can be reached during normal business hours.

Call the Georgetown University IRB Office at 202-687-1506 if:

- You have any questions or concerns about your rights.
- You have a complaint.