**INSTRUCTIONS:** Please refer to [CUNY HRPP Guidance: Suggested Language for Informed Consent Documents](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/22-ICF-Suggested-Language-1.1-02-01-19.pdf)for specific language suggestions.Information provided throughout this form must be presented in sufficient detail relating to the research, and must be organized and presented in a way that does not merely provide lists of isolated facts, but rather facilitates the prospective subject’s understanding of the reasons why one might or might not want to participate. Delete these instructions before submitting to the IRB.

**THE CITY UNIVERSITY OF NEW YORK**

*<insert name of PI’s Affiliated CUNY College>*

*<insert name of PI’s Department>*

**Informational Sheet for Exempt Studies**

**Title of Research Study:** *<enter title of study here>*

**Principal Investigator:** *<enter name and degree(s) of PI here>*

*<enter CUNY title of PI here>*

|  |  |  |
| --- | --- | --- |
| **Faculty Advisor:** |  | *<enter name and degree(s) of Faculty Advisor here, when applicable>* |
|  |  | *<enter CUNY title of Faculty Advisor here>*  *<enter name of Faculty Advisor’s CUNY campus, if different from one listed in consent form heading above>*  *<enter name of Faculty Advisor’s department, if different from one listed in consent form heading above>* |
| **Research Sponsor**: | | *<enter name of research sponsor/funder, if applicable>* |

You may be eligible to take part in a research study. The information that will be discussed gives you important information about the study. It describes the purpose of this research study, and the risks and possible benefits of participating.

## Why are you being asked to take part in this study?

You are being asked to take part in this research study because you have XXXX  
[Briefly include the major reasons (i.e. inclusion criteria) why the subject is being approached to participate, e.g. *“…you are a CUNY Student*”.].

## What is the purpose of this research study?

We are conducting a research study on XXXX. [Provide a brief description of the overall research.]

## What is involved in the study?

* If you agree to take part in this study, we will ask you to <insert brief description of research procedure(s) and how long each will take>.   
  [ Edit as appropriate to describe the research procedures (i.e., …*answer a few questions about* XXXX. *If you agree, the questionnaire will take about* XXXX *minutes*.) Remember to create a new bullet for each procedure listed. ]

## What are the risks and benefits of this study?

* *List and describe all foreseeable risks or discomforts that the participant may experience due to procedures described above in lay language, avoiding any technical terms. Risks should be described in relation to a specific procedure.>*
* There will be no direct benefit to you from taking part in this study. The knowledge gained from this study may help determine XXXX. <Describe any potential benefits to the participant. If the participant will not directly benefit, state, “You will not directly benefit from your participation in this research study.” Describe expected benefits to science or society in lay language, avoiding any technical terms.>
* *[For research that will recruit CUNY students in CUNY classrooms:]* Your participation or nonparticipation in this study will in no way affect your grades, your academic standing with CUNY, or any other status in the College.
* *[For research that will recruit employees at a specific institution, add the following]:* Your participation or nonparticipation in this study will in no way affect your employment at *<insert employer here>*.

## Do you need to give your consent in order to participate?

By completing the questionnaire, you are indicating that you have had your questions answered, and you agree to take part in this research study. [ Edit as appropriate to describe the research procedures]

Your participation in this research study is entirely **voluntary**. If you decide not to participate or withdraw your consent, there will be no penalty to you, and you will not lose any benefits to which you are otherwise entitled.

## What about privacy and confidentiality?

We will protect your confidentiality by *<describe how you will safeguard identifiable participant data, including any coding procedures, where data will be stored, who will have access to the data, etc.>*

*<If you are a mandated reporter, and this research study may result in information that you are mandated to report, describe the possibility of such disclosures here.>*

The research team, authorized CUNY staff, *<the research sponsor (include only when applicable)>*, and government agencies that oversee this type of research may have access to research data and records in order to monitor the research. Research records provided to authorized, non-CUNY individuals will not contain identifiable information about you. Publications and/or presentations that result from this study will not identify you by name.

**Payment for Participation:**

*<Describe any payment that the participants may receive for their participation, whether in cash or in kind, and indicate when the payment will be made,* OR state: *You will not receive any payment for participating in this research study.*

## What if you have questions about the study?

If you have any questions, comments or concerns about the research, you can talk to one of the following researchers:

* *<List names, titles, and contact information for each of the researchers, as appropriate.>*
* *<List names, titles, and contact information for Faculty Advisor, if applicable>*

If you have questions about your rights as a research participant, or you have comments or concerns that you would like to discuss with someone other than the researchers, please call the CUNY Research Compliance Administrator at 646-664-8918 or email HRPP@cuny.edu. Alternatively, you may write to:

CUNY Office of the Vice Chancellor for Research

Attn: Research Compliance Administrator

205 East 42nd Street

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