



### Informed Consent Checklist

Use this checklist as a guide when developing procedures to ensure informed consent by participants in your study. Remember that “informed consent” is a PROCESS, of which the consent form is one part. The Institutional Review Board is available to consult with you on any questions or concerns about developing procedures for obtaining informed consent.

- Identify the principal investigator (name, student/faculty status, departmental affiliation, school/university affiliation).
- Describe any potential direct benefits to the subject from participating in the research.
- Include a statement directing questions about the research or study to the principal investigator, giving the address, telephone number, and email address of the PI.
- Include a statement that participation is **TOTALLY VOLUNTARY** and that the subject may **WITHDRAW AT ANY TIME** without prejudice or penalty.
- Include a statement directing questions about human subject research at Lehman College to:  
Lois Levy, LCSW  
IRB Administrator  
250 Bedford Park Blvd. W.  
Bronx, NY, 10468  
(718) 960-8717, lois.levy@lehman.cuny.edu.
- Explain who will have access to the data during and after the study, how the data will be stored, and what will happen to the data after the study is completed.
- Give a clear explanation of the purpose of the research.
- Include information about how confidentiality will be maintained.
- Describe the procedures to be carried out with each subject group in chronological order.
- If you will be audio- or videotaping subjects...**
- Outline how long each participant will devote to the study.
- Include a statement that the subjects will be audio/video taped and who will have access to the tapes
- Explain any risks, discomforts, or inconveniences (social, physical or psychological) that subjects may expect from participating in the research.
- Explain how the tapes will be stored and whether they will be shared.
- Describe any forms of compensation for participation in the research.
- If you will be reviewing the subjects’ medical, academic or other records...**
- Include a statement that the PI will be reviewing the subject’s medical/academic/other records.
- If applicable, explain that the results of the study will be included in the subject’s permanent medical/academic/other records.