



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 Office of Grants and Contracts 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).
- 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 directing questions about human subject research at Lehman College to: Nicole Banks, Office of Grants & Contracts
250 Bedford Park Blvd. W.
Bronx, NY, 10468
(718) 960-8107, nbanks@lehman.cuny.edu.
- Give a clear explanation of the purpose of the research.
- Describe the procedures to be carried out with each subject group in chronological order.
- Outline how long each participant will devote to the study.
- Explain any risks, discomforts, or inconveniences (social, physical or psychological) that subjects may expect from participating in the research.
- Describe any forms of compensation for participation in the research.
- Describe any potential direct benefits to the subject from participating in the research.
- Include a statement that participation is **TOTALLY VOLUNTARY** and that the subject may **WITHDRAW AT ANY TIME** without prejudice or penalty.
- 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.
- Include information about how confidentiality will be maintained.

If you will be audio- or videotaping subjects...

- Include a statement that the subjects will be audio/video taped and who will have access to the tapes
- Explain how the tapes will be stored and whether they will be shared.

If you will be reviewing the subjects' medical, academic or other records...

- Include a statement that the PI will be reviewing the subjects medical/academic/other records.
- If applicable, explain that the results of the study will be included in the subjects permanent medical/academic/other records.

- **Consent Forms should include separate signature lines for each of the following:**
 - Primary consent to participate in the research program
 - Consent for the PI or assistants to access subject medical/academic/other records
 - Consent for the PI or assistants to audio or video tape the subject
 - Consent for the PI or assistants to share data or records
- **Use common, non-technical language that can be clearly understood by the participants. Write at the 6th grade reading level.**
- **Consent forms should be on Lehman College letterhead and only one page long; if more space is needed, create a double-sided form rather than using legal size paper or two separate sheets of paper. Signature lines should be on the same page as the information.**