**INFORMED CONSENT FOR EXEMPT STUDIES**

Directions: This document is designed only for exempt studies. Exempt studies **have very little or no associated risks.** A description of the criteria for exempt status can be found at: <https://www.bradley.edu/academic/cio/osp/studies/cuhsr/categories/exempt/> Your study must easily fall into one of these categories for it to be Exempt. Only an IRB can determine is a study is exempt. The exempt status means that the study is exempt for the Federal regulations. Good ethical research and human subject practice is still expected.

The following factors may increase risk and move a study from “exempt” to being “expedited” or “full review”: 1) data collection in which subjects could be easily identified, 2) collection of a variety of demographic information, which increases the possibility of re-identifying the participants, 3) collection of sensitive information like illegal drug use, sexual abuse, any information that may bring any harm to the individual should there be a breach of confidentiality, 4) using vulnerable populations and/or 5) use of deception. Studies that are “expedited” or “full review” should use the full informed consent form. More information on “expedited” studies can be found at: <https://www.bradley.edu/academic/cio/osp/studies/cuhsr/categories/expeditable-research/>

In the consent write-up below, include only language that is relevant to the current study and use lay terms that the participants can easily understand. Steps to complete this document include: 1) adding appropriate language below related to your specific study, 2) replacing any [bold text in brackets] with appropriate wording, and 3) deleting this and other highlighted boxes. Samples of exempt consent language are included with the document.

At a minimum an Exempt consent document should include:
1. A statement that the project involves research;
2. A general description of the study procedures (or the nature of the questions) and time commitment;
3. A statement of risk or discomfort (which should be little to none for exempt studies)
3. A statement that participation is voluntary, and withdrawal is possible (or can skip a question)
4. Provisions made for privacy and protection of data;
5. Disclosure of name and contact information of the investigator
6. A statement of agreement (typically and preferably a signature **should not be collected** as this increases the risk of the study regarding breaches of anonymity/confidentiality).

The following should be collected in applicable to your study:
1. Extensive use of demographics. List the type of demographics collected to the subject is aware of the type of information collected.
2. Plans to audio or video record, photograph, screen record or key-stroke record and how those recording will be used and retained.
3. Information regarding the use of apps where there could be privacy issues.
4. Disclosures about the study having no bearing on their status (for example status as a student or employee) or no bearing on receiving any benefits;
5. Disclosure or procedures regarding compensation or incentives.
6. Research with college students should have an affirmation that the subject is 18-years of age or older.

Typically, if deception is used, the protocol will not qualify as exempt unless the subject is informed that they will be unaware of or misled regarding the nature of purposes of the research.

**Consent Outline**

**[Study Title]**

You are invited to participate in a research study. The purpose of this study is **[explain basic purpose of** **the study].** This study consists of **[describe what the study involves (e.g., answering questions on a** **survey, or responding to images on a computer screen, participating in a focus group)].** Your participation in this study will take approximately **[state duration, e.g. 10 minutes].** The following demographic information will be collected **[If collecting demographic information specify what demographics such as age, gender identity, race, year in school, etc. Please see the guideline on** [**inclusive language]**](https://www.bradley.edu/academic/cio/osp/studies/cuhsr/procedure/inclusive-language/)**.** The following steps will be taken to protect your confidentiality. **[Describe what you will do protect confidentiality, such as “in the recording of the results your data will not be linked to your name, or this is an anonymous** **survey; there is no link between your name and the research record].** There are no risks or benefits in participating. **[If there are risks (informational or physical) this study is likely not Exempt].** Taking part in this study is voluntary. You may choose not to take part or may leave the study at any time. **[OR For surveys]** You may also skip specific questions. **[include any statements that would be important to your participants such as:] [1 – for students]** Your participation will have no bearing on your grade or status in this class. **[2 – for employees]** Your participation will have no bearing on your status as an employee. **[3 – recipients of benefits]** Your participation will have no bearing on your ability to receive benefits **[or participate in a certain program, for example]**. We intend to present or publish the results of this study. In no way will you be individually identified in the results.

**Compensation:** Describe any compensation that participants receive, such as entry into a raffle, direct payment, or class extra credit. If class extra credit is available, mention that alternate non-research extra credit is available and how to find information on the alternate extra credit. If there is compensation you must read and include the required information in the consent as per the [guideline on incentives and compensation](https://www.bradley.edu/academic/cio/osp/studies/cuhsr/procedure/compensation/).

Questions about this study may be directed to the **[researcher or the research advisor]** in charge of thisstudy: **[Dr. \_\_\_\_\_]** at (309) 677- [\_\_\_\_\_\_\_\_\_\_ **or e-mail address].** If you have general questions about being a research participant, you may contact the Committee on the Use of Human Subjects office at (309) 677-3877.

If the Co-PI is a student, include the faculty advisor contact information.

You are voluntarily deciding to participate in this study. You also affirm that you are 18 years old or older. **[Choose one of the following appropriate statements]. [1]** Your submission of the survey **[2]** By clicking on “I agree below” **[3]** By participating means that you have read and understand the information presented and have decided to participate and all your questions have been answered to your satisfaction. If you think of any additional questions, you should contact the researcher(s).

**Sample Exempt Consent Statements – Please Read the consent example that most closely matches your study. Please see the** [**Guidelines for SoTL Research**](https://www.bradley.edu/academic/cio/osp/studies/cuhsr/procedure/protection/) **and if you are doing SoTL research that involves classroom/student material.**

EXEMPT Anonymous Online Survey with an incentive – Category 2

Study Title: Core Curriculum Satisfaction

You are invited to participate in a research study. The purpose of this study is to understand the satisfaction of Bradley students with the Core Curriculum courses. This study consists of answering multiple choice questions on an online survey in which you will be asked about what courses you have taken and your perceived quality of those courses. Your participation will take approximately 10 minutes of your time. The following demographics will be collected: age, gender identity, year in school, and approximate number of credit hours earned. The following steps will be taken to protect your identity: this is an anonymous survey and there will be no link to your identity. The settings on the online survey are such that IP addresses will not be collected. There are no risks or benefits to participating. Taking part in this study is voluntary.You may also skip specific questions. Your participation will have no bearing on your grade or status in the university. We intend to present or publish the results of this study. In no way will you be individually identified in the results.

At the end of the survey, you will have the opportunity to place your name in a drawing for 1 one of 5 $10.00 gift cards. A link will be provided at the end of the survey that will take you to a separate survey to provide your contact information. This information will be kept entirely separate from the survey and your responses. Once the compensation is distributed, we will delete your contact information. Should you be selected for a gift card, please note that the IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant’s situation. Any participant also can participate in the study without accepting the research incentive payment. To receive the compensation, the researcher will have you fill out a brief form before receiving the compensation. This information will be kept entirely separate from the research data and will be securely stored by the researcher for audit purposes only. As a Bradley Student this information will be shared with Financial Services.

Questions about this study may be directed to the researcher in charge of thisstudy: Dr. ZZ at (309) 677-123x or zzz@bradley.edu. If you have general questions about being a research participant, you may contact the Committee on the Use of Human Subjects office at (309) 677-3877.

You are voluntarily deciding to participate in this study. You also affirm that you are 18 years old or older.By clicking on “I agree below” means that you have read and understand the information presented and have decided to participate and all your questions have been answered to your satisfaction. If you think of any additional questions, you should contact the researcher(s).

EXEMPT Focus Group – Category 2 (one to one interview will have similar consent language)

Study Title: Faculty satisfaction with instructional technology

You are invited to participate in a research study. The purpose of this study is to understand the satisfaction of Bradley faculty with instructional technology. This study consists of participating in a focus group of Bradley faculty. You will be asked about what courses you teach and your satisfaction with the instructional technology offered at Bradley. The direction of the questions may vary depending on the discussion within the group, but the moderator will keep the discussion on the topic of instructional technology. Your participation will take approximately 45 minutes of your time. We will collect the following demographics: age (by 10-year groups), gender identity, years at Bradley (by 10-year group), number of credit hours typically taught in undergraduate and graduate classes in a year. The demographics collected will not be linked to your responses. The focus group discussion will be audio recorded. Following the group, the researchers will transcribe the recording and will use pseudonyms to identify participants. You will not be identified by your name or other descriptors. The recording will be destroyed after it is transcribed. Participant confidentiality will be maintained by the researchers; however, we cannot assure confidentiality among the participants in the focus group. Please do not share any of the comments made by the other participants or share their identity. We feel there are no risks except for a possible breach of confidentiality among participants. Taking part in this study is voluntary.We would ask that you fully participate, but you are not forced to answer any questions and you may leave at any time. Your participation will have no bearing on employment status at the university. We intend to present or publish the results of this study. In no way will you be individually identified in the results. There are no incentives for participating.

Questions about this study may be directed to the researcher in charge of thisstudy: Dr. ZZ at (309) 677-123x or zzz@bradley.edu. If you have general questions about being a research participant, you may contact the Committee on the Use of Human Subjects office at (309) 677-3877.

You are voluntarily deciding to participate in this study. You also affirm that you are 18 years old or older.By participating in the focus group means that you have read and understand the information presented and have decided to participate and all your questions have been answered to your satisfaction. If you think of any additional questions, you should contact the researcher(s).

EXEMPT – Benign Behavioral Research – Category 3

Study Title: Relationship between Reaction time and Personality type

You are invited to participate in a research study. The purpose of this study is to understand the relationship between reaction time and personality type. This study consists of taking a short personality inventory (True Colors) and playing an online game to assess your reaction time. Your participation will take approximately 45 minutes of your time, with approximately 20 minutes of the time seated at a computer and screen. We will protect your confidentiality by the following: We will not link your name to any of the data collected. After you take the personality inventory you will be provided a unique code not associated with your identity to enter the reaction time game. We will collect the following demographics: age, gender identity, level of participation in sports. The demographics collected will be linked to the unique code. You will not be identified by your name or other descriptors. Your part in the study will take place in a private room with one of the researchers. We feel there are no risks or benefits in the participation of this study. Taking part in this study is voluntary.You may stop at any time and withdraw from the study. Your participation will have no bearing on employment status or status as a student at the university. We intend to present or publish the results of this study. In no way will you be individually identified in the results. If you are a student in PSY 101 you will receive 1 point of extra credit for every 15 minutes of participation according to Department policy. If you are not a student in PSY 101 there is no incentive or compensation.

Questions about this study may be directed to the researcher in charge of thisstudy: Dr. ZZ at (309) 677-123x or zzz@bradley.edu. If you have general questions about being a research participant, you may contact the Committee on the Use of Human Subjects office at (309) 677-3877.

You are voluntarily deciding to participate in this study. You also affirm that you are 18 years old or older.By participating means that you have read and understand the information presented and have decided to participate and all your questions have been answered to your satisfaction. If you think of any additional questions, you should contact the researcher(s).