INSTRUCTIONS:

1. Use this template to help you prepare the informed consent to participate in a survey or interview (you must specify throughout the consent if you are asking participants to complete a survey or an interview).
2. You can use this page to comprise your recruitment email invitation (just delete the signature section).
3. **As you modify this consent/assent form, please follow item #50 of the IRB application to verify that you have included each of the required elements.**
4. Please delete these comments before submitting the consent to the IRB for approval.
5. Read the entire document and fill in the missing information by replacing any italicized comments (remove the italic formatting after you have entered your text).
6. Please proofread the document for content and grammar before submitting to the IRB for approval.
7. Only a size 12 font or larger may be used.
8. If you are planning on using children in your project (i.e., individuals 18 years old or younger), you MUST contact the IRB for special instructions on preparing the consent form.

**Informed Consent to Participate in *Name of Study***

Mr. *(your name)* and Ms.*(your co-investigator’s name if applicable)* of the Lawrence Technological University, (*enter your College),*  invite you to be a part of (*name of study*). This research study looks at the (*describe the phenomenon of interest in your study).* The purpose of the study is to (*describe the purpose of your study).* We are asking you to participate because you (*describe why you are recruiting the participant, e.g., because you are the CEO of an investment company)*.

If you agree to be part of the research study, you will be provided with a survey/interview that asks you to (*describe what you want the participant to do)*. We expect this survey/interview to take (*enter the number of minutes)* minutes to complete.

We would like to contact you after you complete the survey/interview for a follow-up survey or interview. You will be provided with the option of entering your contact information at the end of the survey/interview if you agree to participate in the follow up. (*Delete this entire section if your study does not require participants to be contacted again)*

While you may not receive any direct benefit for participating, we hope that this study will contribute to the (*describe any anticipated benefits to the participant or society that your study may provide).*

Researchers will not be able to link your survey responses to you, but they will know that you participated in the research if you decide to consent to participate. We plan to publish the results of this study, but will not include any information that would identify you.

Participating in this study is completely voluntary. Even if you decide to participate now, you may change your mind and stop at any time. You may choose to not answer an individual question or you may skip any section of the survey/interview.

Regarding compensation, please note that you will not be provided with any monetary compensation for participating in this study. (*Change if you are going to provide compensation, and define the amount and method of disbursement).*

If you have questions about this research study, you can contact Mr. (*enter your name*), at email@address.com or Ms. (*enter your co-investigator’s name, if applicable),* at email@address.com

If you have questions about your rights as a research participant, please contact the Lawrence Technological University Institutional Review Board, 21000 West Ten Mile Road, Southfield, MI 48075, (248) 204-3096, irb@ltu.edu.

If you have read this informed consent form, understand the information contained in this informed consent form, and agree to participate in this study, please print and sign your name below, and enter today’s date. You will be offered a copy of this form to keep.

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Participant (please print your name)

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Participant (please sign your name) Date

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Investigator’s signature Date