

Illinois Central College Informed Consent Checklist



Illinois Central College
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The Illinois Central College Institutional Review Board (IRB) *Informed Consent Checklist* provides the researcher with the opportunity to determine whether all the required information has been included in the request for review (*ICC Project Approval Form*) and on the consent form (*ICC Student/Staff Consent Form*). Please be sure to examine the following elements and use the checklist as a way to organize the review that you will submit to the IRB. We thank you in advance for utilizing this checklist to ensure the completeness of your request.

Basic elements of informed consent

- Statement that the study involves research
- Explanation of the purposes of the research
- Expected duration of the subject's participation
- Location where the research will be conducted
- Description of the procedures to be followed
- Statement that participation is voluntary
- Statement that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled
- Explanation of any compensation and, if appropriate, procedures to pro-rate compensation for subjects who withdraw prior to completion of the study
- Description of any reasonably foreseeable risks or discomforts
- Description of any benefits to the subject or to others which may reasonably be expected from the research
- Statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained
- Consent letters should be printed on the researcher's departmental letterhead
- Name and telephone number of person to contact for questions about the research and name and telephone number of responsible project investigator, if different. [**Students must include their own name and contact information and then name of and contact information for their faculty advisor.**]
- Statement that subjects may have a copy of the consent form
- Language used must be understandable to the subject or subject's representative