Aspen University
4615 East Elwood Street – suite 100
Phoenix, Az. 85040

Informed Consent Form

Title of Project/Study: Type the title of your project or study exactly as it appears on your approved proposal

Introduction
The purposes of this form are to provide you (as a prospective project/research study participant) information that may affect your decision as to whether or not to participate in this research and to record the consent of those who agree to be involved in the project/study.

Principal Investigator
type your name is inviting you to your participate in a project/research study that is part of the recruitments for a doctoral degree at Aspen University.

Purpose of the Project/Research
The purpose of this project/study is to…describe the purpose of your project/study, including how it will contribute to the field; this should be a clear and concise, approximately 2-3 sentences in length.

Eligibility
You are eligible to participate in this project/research if you:

- clearly state the inclusion and exclusion criteria here
- often a bulleted list works well, but you can also present this in sentence form

Description of the Project/Research Activity
If you decide to participate, then as a participant you will be asked to: list each activity, include location/duration. If this exceeds a paragraph, you may want to consider bullet points to enhance readability.

Approximately # of people will be participating in this project/research study.

Risks
If you decide to participate in this project/research study risks may include: describe any potential risks here (common ones may be discomfort answering questions that are personal in nature, or that ask the participant to recall an uncomfortable event, etc.). Work with your chair to identify potential risks.

To decrease the impact of these risks, you can: describe how they can mitigate the risks. For example, skip any item in the survey, and/or stop participation at any time, and/or refuse to answer

any interview question. Note: Studies with activities that may result in emotional distress require a list of free resources-list the resources in this area.

Benefits
Benefits of participating in this project/study include: describe both direct and indirect benefits here.

Confidentiality
All information obtained in this project/study is strictly confidential unless disclosure is required by law. The results of this project/research study may be used in reports, presentations, and publications, but you will not be identified. In order to maintain confidentiality of your records, your name here will... describe specifically how you will keep the identity of the participants confidential such as the use of subject codes, or numerical identifiers.

The people who will have access to your information are: your name, my project/dissertation committee, list any others who may have access.

Audio/Video recording: if applicable, state the details related to the confidentiality of recordings here. Otherwise, delete this section.

Your information will be secured with these steps: describe how data will be secured, for example, securing the computer file with a password and/or locking it in a filing cabinet. Data will be kept for 3 years, at which time the electronic data will be deleted and paper data destroyed (note: you may need to change the time limits and/or details in this section if you are conducting your project or research with a cooperating institution that may have different requirements; be sure to confirm what you have here will work for them, too.

Withdrawal Privileges
It is okay for you to decline to participate in this project/research study, and you are free to stop participating at any time without penalty.

If you decide to stop participation, you may do so by: describe procedure to be followed if the participant wants to opt out.

Your decision will not affect your relationship with Aspen University or otherwise cause a loss of benefits to which you might otherwise be entitled. Indicate that participation is voluntary and that nonparticipation or withdrawal from the project/study will not affect their grade, treatment, care, employment status, etc. as appropriate. If you are working with a cooperating institution, include those details here as well.

Costs and Payments
There is no financial cost to you as a participant in this project/study, nor is there payment for your participation.
If there is a cost or incentives offered, then delete the line above and describe them here – For example: There is no financial cost to you as a participant, however, as a thank you for your willingness to participate, you will be given (insert type and amount of compensation)

Voluntary Consent

Any questions you have concerning the project/research study or your participation will be answered by: List your name, professional email, and telephone number. The name and Aspen email for your Chair must also be listed.

If you have questions about your rights as a participant in this project/research, or if you feel you have been placed at risk, you can contact the Aspen Institutional Review Board at IRB@Aspen.edu

This form explains the purpose, demands, benefits and any risks of the project/research study. The last sentences of your consent form will depend on how informed consent is being obtained (e.g., online survey, esignature software, email, in-person, etc.). Here is an example for in-person: By signing this form you knowingly agree to assume any risks involved. Remember, your participation is voluntary. A copy of this consent form will be offered to you. Your signature below indicates that you consent to participate in the above project/study. Here is an example for online: By proving your email addresses and checking the "I Consent" box, you knowingly agree to assume any risks involved. Remember, your participation is voluntary. A copy of this consent form will be emailed to you at the email address you provide.

Participant's Signature	Printed Name	Date