**[Insert the title of research study here. The title should be accessible to a layperson. Use Times New Roman, pt.14, bold]**

**Information Sheet**

DearParticipant,

My name is[provide your full name]and I am [identify your role/title at the university, e.g. “student”, “professor”] in [name your department] at California State University San Marcos. I am conducting a research study to [state the purpose of study]. The purpose of this form is to inform you about the study.

**Why am I being invited to take part in this study?**

You are invited to take part in this study because [explain what makes the participant eligible for participation in the study and why the study is being done]

**What will I do if I agree to participate?**

If you agree to participate in the study, you will [Explain to the participant the research activities you expect them to engage (e.g. taking a test/questionnaire/surveys, participating in interviews, observations, etc.). Use simple language. If audio or videotaping will be used, it should be mentioned here. Clarify where each activity will be performed, how frequently they will be performed, and the expected amount of time each activity will last. Additionally, explain the total duration of the study.].

**What happens if I say yes, but I change my mind later?**

Your participation in this study is voluntary. You may decline to participate at any time, even after the study has started. If you choose not to participate or to withdraw from the study, there will be no penalty, and you will be able to keep any incentives you have earned up to the point at which you withdraw.

**What are the benefits to me for being in this study?**

The benefits of you participating in this study are [describe any direct benefits to the participant. If there are no direct benefits to the participant, use the following statement instead: Although there may be no direct benefit to you, the possible benefit of your participation is [explain the knowledge to be gained from this study and/or how the study will contribute to the field.]

**What happens to the information collected for the study?**

Your responses will be [anonymous OR confidential; “anonymous” is applicable when unidentifiable data is collected (e.g. participants are assigned ID numbers during the study and/or there is no master list with participants’ personal information), “confidential” is applicable when the researcher knows, collects, or has a record of the participant’s name or other identifiable information such as e-mail address, phone number, address, birthdate, student ID, and/or social security but uses pseudonyms during reporting of the data, or only reports data in aggregate, and the personal information is only accessed by the researcher or the research team who is doing the study. If using focus groups, add the following statement: “Due to the nature of focus groups, complete confidentiality cannot be guaranteed”. Simply put, anonymous means nobody knows the person’s identity, and confidential means only the researcher(s) know the person’s identity.]

The results of this study may be used in reports, presentations, or publications but your name will not be used. [If applicable, use the following statement: “Results will only be shared in aggregate form”. Also, explain where the data will be stored (e.g. locked cabinets, password protected computer), who will have access to the data (e.g. the researcher, research team), and how long the data will be retained (e.g. up to 3 years after the project is completed) and how the data will be disposed (e.g. the paper records will be shredded, the digital files will be erased)]

**Is there any way being in this study could be bad for me? Is there any risk to me by being in this study? If so, how will these risks be minimized?**

There are minimal risks and inconveniences to participating in this study. These include:

[Explain the risks and/or inconveniences using simple language. Examples may include but not limited to: You may be uncomfortable answering the survey or interview questions. The time you spend participating in the study might be considered an inconvenience. Explain how you will minimize the risks/inconveniences.]

**Who should I contact for questions?**

If you have questions about the study, please call me at [insert your phone number] or e-mail me at [insert your CSUSM e-mail address]. [If this is a student research project, include the contact information for the faculty advisor.] If you have any questions about your rights as a participant in this research or if you feel you have been placed at risk, you can contact the IRB Office at irb@csusm.edu or (760) 750-4029.

 PLEASE KEEP THIS INFORMATION SHEET FOR YOUR RECORDS