Informed Consent Checklist
Adapted by Caitrin Lynch†
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When you first meet your research subjects, you must tell them details about yourself and your project so that they can decide whether or not they want to participate in your research. You must ask them if they will consent to this research, but first you need to inform them about numerous details about the research. The following is a checklist of topics you must cover in your conversation with your subjects and in the information form you give them to keep.

1. Identification and affiliation of the researcher.
2. A statement that the study involves research.
3. An explanation of the purpose of the research.
4. The expected duration of participant's involvement in the study.
5. A description of study procedures (methods).
6. Identification of the experimental procedures (if any).
7. A description of reasonably foreseeable risks or discomforts to participant (if any), both those that are minimal and those that may be more than minimal.
8. A description of any benefits which may reasonably be expected for the participant or for society.
9. Disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the participant.
10. A statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained.
11. An explanation of any costs associated with participation.
13. For research involving more than minimal risk, an explanation of any medical or psychological treatments available if injury occurs, what treatments consist of, and where to obtain further information.
14. A statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which participant is otherwise entitled, and that the participant may discontinue his/her participation at any time without penalty or loss of benefits to which he/she is otherwise entitled.
15. The names of contact persons to ask questions about the research, to ask questions about research participants' rights, and to report research-related injuries or other adverse events.

† Adapted by Caitrin Lynch from the College of Charleston’s “PROTECTING HUMAN RESEARCH PARTICIPANTS IN STUDENT-CONDUCTED RESEARCH--FREQUENTLY ASKED QUESTIONS” (http://www.orga.cofc.edu/faqs_IRB_students.html) with permission