

Checklist for Informed Consent Form (ICF)

- _____ Is your ICF on Stockton/other letterhead?
- _____ Does the ICF give a brief description of the research topic and plan?
- _____ Does the ICF discuss alternatives to the research plan, if available?
- _____ Does the ICF discuss benefits or rewards?
- _____ Does the ICF discuss compensation/costs?
- _____ Does the ICF discuss risks?
- _____ If there are risks, even minimal risks, a contact number for an appropriate agency must be given. Has this been done, if necessary?
- _____ Does the ICF say that participation is voluntary and remind the participant that s/he may withdraw at any time?
- _____ Does the ICF say how long the research process will take?
- _____ Does the ICF give email and phone number of the researcher or faculty sponsor?
- _____ Does the ICF state if the research is confidential or anonymous?
- _____ Are there appropriate signature or witness lines, or a check box, as appropriate?
- _____ Does the ICF discuss the circumstances under which the participant's participation may be terminated, regardless of consent?
- _____ Has risk to the participant been minimized?
- _____ Are the risks reasonable in relation to the anticipated benefits?
- _____ Is there a plan to continuously inform participants throughout the project?

When you receive approval from the IRB, your ICF will be stamped with an expiration date. You will download the stamped ICF and photocopy that for use in your research. When it expires, you must submit for renewal (first page of the IRB application, only).