**Consent Form Guide – Exempt Research**

The Institutional Review Board **requires** you to submit a copy of the written, oral, or electronic consent form with your exempt application. The document must contain the following **minimum** requirements:

* A statement that clearly explains that the study is research. The purpose of the research should be described in lay language, avoiding the use of technical terms and using language appropriate to the targeted subject group.
* A statement that describes what procedures will be followed, clearly explaining what participation on the study will involve.
* A statement that clearly explains that participation is voluntary and that participants can withdraw from the study at any time without penalty.
* Contact information for the investigator if participants have questions, concerns, or complaints about the research.
* For adult participants, a statement that the participant is 18 years of age or older.
* For internet research add the following statement:

Whenever one works with email or the internet; there is always the risk of compromising privacy, confidentiality, and/or anonymity. Your confidentiality will be maintained to the degree permitted by the technology being used. It is important for you to understand that no guarantees can be made regarding the interception of data sent via the internet by third parties.