Institutional Review Board
Office of Research and Sponsored Programs
Suite L212-E | 101 Vera King Farris Drive
Galloway, NJ 08205
T: 609.652.4844 | E: irb@stockton.edu

Informed Consent Checklist

When submitting a new IRB application through the Stockton University Submission Portal, please ensure that the following items are included in the informed consent.

- [ ] Stockton Letterhead is utilized.
- [ ] Explanation of the purpose of the proposed research and statement that the study is for research purposes.
- [ ] Statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits, to which the subject is otherwise entitled.
- [ ] Approximate number of subjects involved in the study (optional).
- [ ] Thorough description of the procedures to be followed.
    - Disclosure of any procedures that are experimental (if applicable).
    - Disclosure of alternative procedures, treatments, or course of action that may be advantageous to subjects (e.g., can subjects still participate if they decline recording, etc.)
- [ ] Expected duration of subject participation (e.g. how long will it take to complete a survey, the duration of interview and potential follow-up, etc.)
- [ ] Potential circumstance under which the subject's participation may be terminated by the investigator without regard to the subject's consent (if applicable).
- [ ] Disclosure of any benefits to the subject or others that may be expected from this research (If there are no direct benefits, note if benefit is contributing to knowledge).
- [ ] Description of incentives for subject participation. Include a description of what the incentive is (e.g., gift card), how it will be received (e.g., via email), and when incentive will be provided (e.g., on a specific date; after interview is complete).
- [ ] Any additional costs that subject may incur as a result of research participation.
- [ ] Disclosure of any reasonably foreseeable risks and discomforts to subjects.
    - Risk mitigation information (e.g., contact numbers for support)
- [ ] Any additional costs that subject may incur as a result of research participation.

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- ☐ Statement describing how data will be stored. If collecting identifiers or confidential information, provide a statement describing the extent confidential records identifying subjects will be maintained and how (will identifiers be collected? Will they be stored with the data or separately? Where? For how long?).
- ☐ Statement about future use of data. Indicate **EITHER** that:

  A) information may be used for future research studies or shared with another investigator for future research studies without additional informed consent from the subject; indicate whether identifiable information will or will not be shared **OR**

  B) that the subject's information, even if identifiers are removed, will not be used or distributed for future research studies.

- ☐ Explicit disclosure of contact person(s) to address concerns and pertinent questions about research, research subject rights, and who to contact if a research-related injury is sustained by the subject.
- ☐ Include IRB contact information (irb@stockton.edu).
- ☐ Reminder statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits, to which the subject is otherwise entitled.

This checklist are based on the requirements set forth by the Office for Human Research Protections §46.116.