***PLEASE READ THROUGH THIS TEMPLATE CAREFULLY. TEXT THAT IS ITALICIZED MAY BE DELETED. YOU MAY ADJUST WORDING AS NECESSARY FOR YOUR STUDY AS LONG AS ALL REQUIRED ELEMENTS/SECTIONS BELOW ARE INCLUDED.***

You are being asked to voluntarily participate in a research study. We are doing this study *[briefly describe study purpose]*. If you choose to participate, you will be asked to *[do what, when, where, how and how long]*.

*[Include if subjects will be audio- or video-recorded at any point in the research; otherwise, delete paragraph]* We will make an audio OR a video recording of *[specify what will be recorded]*. *[Include if subjects can refuse to be recorded and still be in the study; otherwise, omit sentence]* If you ask us not to, we won’t record you.

*[Include and edit if the study involves focus groups; otherwise, delete paragraph]* We will ask everyone in the focus group not to talk about the discussions outside the group. However, we can’t promise that everyone will keep what you say confidential.

*[Include the following paragraph if the study does not record ANY information that would identify subjects; otherwise, delete paragraph]* We will not record your name or any information that shows your identity. You will not be signing this form. *[Further explanation of measures to preserve anonymity, if appropriate.]*

*[Include the following paragraph if the study DOES record information that would identify subjects; otherwise, delete paragraph]* We will store your information in ways we think are secure. We will store paper files in locked filing cabinets. We will store electronic files in computer systems with password, encryption and other authentication protection. However, we cannot guarantee complete confidentiality.

If you have any questions, please contact {*list investigator’s name, e-mail, and phone number}. [If the researcher is a student, include the faculty advisor’s name and phone number as well].*

If you have any questions or concerns about your rights as a research participant, or regarding the study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU Office for Human Subjects Protection (OHSP) at (850) 644-7900.

You may also contact the OHSP by email at humansubjects@fsu.edu, or by writing OHSP at 2010 Levy Avenue, Research Foundation Building B, Suite 276, Tallahassee, FL 32306-2742.