

**Background:** The Parent/Guardian Consent Form Template provides guidance for developing consent forms for parents/guardians of young people under the age of 18. It is not required for you to use this template; however, it provides the essential framework for building a consent form for your PREP/SRAE study. The template contains all the required elements of a consent form and meets readability standards for 8th-grade reading level or lower. Your final consent form will depend on your IRB's guidelines, as you may be asked to provide more, or less, information. Therefore, you should consult your IRB's guidelines and consider the requirements of your community partners in developing your Parent/Guardian Consent Form.

Each section provides a description of the information to be included and will largely be based on your organizations' procedures and protocols. Text highlighted in yellow is suggested language.

## Parent/Guardian Consent Form For Youths Younger than Age 18

You have the option of having your child join this study. This is a parental permission form. It provides a summary of the study and what it requires for your child's participation. If you decide that your child can take part in this study, please sign this form to confirm your permission. If you sign this form, you will receive a signed copy for your records.

### Introduction

This section should include:

- An invitation to the parent/guardian for their child to be a part of the study.
- A brief description of the program.
- An explanation of the process for selecting youth to participate in the program (for example: Your child was selected because of his/her enrollment in school ABC).

### Purpose

This section should include:

- A description of those involved in sponsoring the study.
- General statement about the purpose of the study.

### Procedures

This section should include:

- The various surveys that the child will be asked to complete (i.e., participant entry and participant exit surveys).
- A high-level description of the types of questions and/or topics that will be asked in the survey.

You may consider including a statement to explain the surveys are not intended to be a test.

Details related to privacy should be included here. This section should describe the steps your organization takes to ensure the privacy of survey participants.

#### *Study Duration*

This section should include the program duration and study elements, including the approximate completion time for each survey and when each survey will be administered. Provide details related to the entry survey, exit survey and any other surveys that will be required.

#### *Possible Risks*

This section should:

- Include possible adverse reactions youth may experience when completing surveys. For example, youth may experience discomfort with questions that ask about personal attitudes or behaviors.
- Include a statement related to how your organization will deal with any potential adverse reactions to the survey.
- Reiterate that youth will **not** place their names or any identifiable information, such as birthdates, on the survey. **“The survey does not contain information that can be used to identify your child.”**

You may include a statement indicating the individual to whom any problems with the study should be reported and the contact information for the person. Include a statement that youth may skip questions that make them uncomfortable.

#### *Benefits*

This section should include a statement that there are no direct benefits to the child from participating in the study. You can include a statement regarding how the survey could help program service providers to improve their child’s services if appropriate.

**We hope to use the information obtained from this study to improve <<program name>> and benefit youth who participate in the program in the future [and can [insert information on any others who may benefit from this data collection].**

## Payment for Participation

[If no payment is involved]

Your child will not receive any compensation for participating in this study.

If incentives are involved, describe them here – include the amount of the incentive, the method (for example, gift card), and when the incentive will be given. If incentives are not being offered, please indicate that the youth participating in the study will not receive any compensation for participating in the study.

## Privacy

This section should:

- Include a detailed description of your organization's procedures for maintaining privacy and provide details related to who will be able to see the surveys. There should be a notation that surveys will not be shared outside of the study team, including with schools or other programs where the child may be enrolled.
- Emphasize that the surveys do not contain identifiable information. Students' names and birthdates will not be included on the surveys.

You should describe the reasons that you might be required to share information provided by the child.

Your child's information will be used only for program improvement purposes. However, there are unique circumstances that may require the research team to share your child's information with others:

- If it is required by law due to mandated reporting of suspected child abuse or neglect.
- If we think your child or someone else are harmed.
- Sponsors, government agencies or research staff sometimes review parent consent forms like this and other study records. They do this to make sure the study is done safely and legally. Anyone who reviews study records would keep your information private.

If you have IRB approval, you should indicate the IRB has reviewed and approved the study.

An IRB is an administrative group of people who must make sure that the rights and welfare of people who take part in studies or activities are protected. The IRB ensures that risks to people in studies are minimal and are offset by potential gains in knowledge to benefit communities. The IRB may review the records of your child taking part in this study to make sure that proper rules were followed.

If you are not required to obtain IRB approval, then state here that the study is exempt from IRB review.

### *Voluntary Participation*

We hope that you will want your child to be involved in the study, but you and your child are not required to participate. As mentioned previously, even if a parent provides consent for their child to participate in the study, the child may skip or not answer questions that may make them uncomfortable. If you are using student assent forms, please describe this in this section as well. This section should include a statement that explains that if the child does not participate in the surveys, s/he will still receive services.

### *Future Contacts*

If there are follow-up surveys in which the child will be asked to participate after the program, that information should be included here, with a description of who will follow up and when the contact will occur.

### *Your Rights*

This section should:

- Include a statement describing how their child's decision to take part in this study is completely voluntary, and that the parent does not have to agree to allow their child to complete the survey to receive services in your program or anywhere else.
- Explain that their child will also be asked if he/she is willing to voluntarily participate in the study.
- Explain that for the child to complete the questionnaire, BOTH the parent/guardian AND the child must agree to participation.
- Explain that if their child participates in the study, they can still skip any questions that make them uncomfortable. And that if he/she wants to stop, they may do so at any time.

### *Your Questions*

This section should include:

- Contact information for the parent/guardian if they have any questions related to the program.
- Contact information for the IRB Liaison (if applicable) for any questions related to survey privacy protections.

**COMPLETE AND RETURN THIS FORM TO [NAME OF PROGRAM DATA COLLECTOR].**

Please read the information below and check one box. Please sign and return this consent form by \_\_\_\_\_.

**[PLEASE PRINT]** Child's Name: \_\_\_\_\_

I have read this form and understand it.

I GIVE PERMISSION for my child to take part in surveys for this study. I understand that my child may be asked some personal questions but can decide not to complete any or all parts of the surveys. I understand that all information will be kept strictly private.

I DO NOT GIVE PERMISSION for my child to take part in surveys for this study.

**[PLEASE PRINT]** Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TEMP PLATE