

***Background:*** *The Assent Form Template provides guidance for developing assent forms for young people (under the age of 18) who can read. It is not required for you to use this template; however, it provides the essential framework for developing assent forms for youth in your PREP/SRAE study. Your final assent form, however, will depend on your IRB's guidelines. 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 Youth Assent 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.*

*Youth must actively show his or her willingness to participate in the study, rather than just complying with directions to participate; therefore, youth must fully understand what is being asked of them. The assent process should reflect a reasonable effort to enable the youth to understand what their participation in the study would involve.*

## **Assent Form**

### **For Youths Younger than Age 18**

This form serves as an assent form. That means that if you choose to take part in this study, you need to sign this form to confirm your agreement to be in the study. Your parent or guardian has given their permission for you to join the study.

#### ***Introduction***

This section should include:

- An invitation to the youth to participate in the study.
- A brief description of the program.
- An explanation of the process for selecting youth to participate in the program (*for example: You were selected because of your enrollment in health class at 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 the youth 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 all 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 address 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 you."**

You may include a statement indicating the individual to whom any problems with the study should be reported and the contact information for said person.

Include a statement that youth may skip questions that make them uncomfortable.

## *Benefits*

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

We hope to use the information collected 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/study].

#### *Incentive for Taking Part*

[If no incentive is involved]

You 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 youth may be enrolled.
- Emphasize that the surveys do not contain identifiable information. Students' names and birth dates will not be included on the surveys.

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

We will only use your information for program improvement. However, there are some reasons that we may need to share the information you give us with others:

- If it is required by law due to required reporting of suspected child abuse or neglect.
- If we think you or someone else could be harmed.
- Sponsors, government agencies or research staff sometimes look at youth assent 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 that the IRB has reviewed this study.

An IRB is a group of people who must make sure that the rights of people who take part in studies are protected. The IRB makes sure that any risks of being in a study are outweighed by the benefits. The IRB may review the records of your taking part in this study to make sure that proper rules were followed.

If you IRB review is not required, then you would state here that this study is exempt from IRB review.

