## CONSENT CONFERENCE CHECKLIST FOR RESEARCHERS

<table>
<thead>
<tr>
<th>Protocol Number:</th>
<th>Participant (may be left blank):</th>
<th>Date:</th>
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### INSTRUCTIONS:
Communicate using understandable language. Avoid using scientific jargon. Never assume participants understand research or their rights as a participant.

- The consenting “environment” is suitable (i.e. private, reasonably comfortable, etc.)? [ ] Yes
- The participant met the inclusion/exclusion criteria. [ ] Yes
- The consent form is the most recent IRB-approved version. [ ] Yes
- State that the study involves “research.” [ ] Complete
- Explain why you are conducting this study (i.e. the study purpose). [ ] Complete
- Explain what the participant will be expected to do if s/he agrees to be in the study (i.e. the study procedures). [ ] Complete
- Explain what the risks are of being in the study and, if applicable, what you will do if something “bad” happens. [ ] Complete
- Explain how the participant’s confidentiality and the confidentiality of his/her data will be protected. [ ] Complete
- Explain what the benefits are to being in the study for both the participant and society as a whole. (Note: Compensation is not a benefit.) [ ] Complete
- State whether or not there is compensation (i.e. money, gift cards SONA credits, etc.) for participating in the study and, if so, explain what it is. [ ] Complete
- State that the participant may withdraw from the study at any time. [ ] Complete
- Explain who to contact on the research team regarding questions about the study and who to contact regarding complaints or allegations of noncompliance (i.e. the IRB). [ ] Complete
- Solicit and answer questions. [ ] Complete
- Check for comprehension using the teach-back method. The participants should be able to explain the main elements of consent (i.e. purpose, procedures, risks, benefits, confidentiality, compensation, withdrawal, contact, etc.). NOTE: See the Consent Conference Feedback Tool for Researchers. [ ] Complete
- If the participant agrees to enroll:
  - Allow sufficient time for making an informed decision. [ ] Complete
  - The consent form and other required documents are properly signed and dated. [ ] Yes [ ] N/A
- Give a copy or second original of the signed consent form and other required documents to the participant. [ ] Complete

### Comments:

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Printed Name of Person Obtaining Consent __________________________ Date __________________________