**Informed Consent for Exempt Studies**

The following template is provided to assist in developing information for participants in exempt studies such as but not limited to paper surveys, email surveys, or online surveys. Additional templates and information are available on the IRB [website](https://www.chapman.edu/research/integrity/irb/forms-and-instructions.aspx).

Chapman University expects researchers to provide participants of exempt studies with some basic information about the study, including:

* that the study is a research project
* a general description of the work
* contact information for the lead researcher and the Chapman IRB should there be any questions about the project or concerns about the rights of human subjects.

It is also good practice to state if the study is confidential or anonymous.

**Instructions:** Statements *in brackets and* *italics* are instructions or examples. Please do not include them in the final version of the information sheet.

We are asking you to take part in a research study being done by [*Principal Investigator’s name*] at Chapman University.

Being in this study is optional, but if you choose to be in the study, you will *[briefly explain study procedures (e.g., complete a survey, do an interview]*. *If the study involves video and/or audio recording, please mention needing to do such recording in your explanation of study procedures. Also describe: when recordings will be destroyed, who will have access to the recordings and where the recordings will be stored.*

This will help us learn more about *[briefly describe the purpose of the research and, if appropriate, explain why subjects are being asked to participate and how they were selected].* The study will take about *[XX minutes or hours]* to complete.

***[****If the study involves deception, include the following deception authorization statement:]*

Research designs sometimes require that the full intent of a study not be explained prior to participation. Although we have described the general nature of the tasks that you will be asked to perform, the full intent of the study will not be explained to you until after the completion of the study. At that time, we will provide you with a full debriefing which will include an explanation of the purpose of the study and other relevant background information pertaining to the study. You will also be given an opportunity to ask any questions you might have about the study and the procedures used in the study.

*[If your study involves surveys, include the following statement].*

You can skip questions that you do not want to answer or stop the survey at any time.

*[Include the following standard text regardless of your study design].*

As in any data collection, there is risk of breach of confidentiality, but we make every effort to keep your study data confidential and not share your personal information with anyone outside the research team.

Questions? Please contact [*researcher’s name*] at [*contact info*]. If you have questions or concerns about your rights as a research participant, call the Chapman University Institutional Review Board at (714) 628-2833.