

APPENDIX A. STANDARD CONSENT FORM/INFORMATION SHEET TEMPLATE

Investigators:	Full Name	Full Name	Full Name
Phone:	Phone #	Phone #	Phone #
E-mail:	e-mail	e-mail	e-mail

: In this section please describe the specific purpose or aims of the study. Although you do not need to explicitly state your hypothesis, you should give a general sense of what you are investigating. It is in this section that you will indicate that the study involves research. .§ i)-2

: In this section, you should inform participants about the anticipated benefits of the research. Research benefits are the potential impact the study findings will have on understanding or treating a societal problem. Participants may benefit directly from their participation but this is not a requirement.

See Consent Template Recommended Language for Suggested Stems, Examples and Required language (if appropriate).

: In this section, you inform participants that their participation is voluntary and that they have the right to withdraw or discontinue their involvement in the study at any time. If you are offering treatment, you must tell participants other ways they can get treatment without participating in the study. If students are being offered extra credit for their participation, then they must be offered other opportunities to earn extra credit without participating in the study.

See Consent Template Recommended Language for Suggested Stems, Examples and Required language (if appropriate).

: In this section, you will inform participants either that they will not be compensated for their participation or how, when, and how much they will be compensated.

See Consent Template Recommended Language for Suggested Stems, Examples and Required language (if appropriate).

: Data collection can be considered anonymous when there is no reasonable way to link the person's identity to their responses either directly or through identifiers. If you are collecting identifying information and maintaining a list of names and unique identifiers so the person can be linked to their responses, then your study is confidential but NOT anonymous. In this section, you must describe the measures you are taking to ensure that the participants' data and identities are either anonymous or confidential. This includes methods of data collection, transmission (if data are being shared among 2 or more sites), entry, storage, and dissemination.

For studies collecting sensitive information that, if released outside of the study, could place the person at risk for legal or civil liability or be damaging to their reputation or employability, PI's will be expected to obtain a certificate of confidentiality (COC) from the federal government. A COC protects the PI and his/her research team from being compelled by court order or subpoena to release any information about research participants. For information about COCs and how to apply for them, see XXX in the PI Instruction Manual. The federal government provides required language to include in consent forms that have COC's protecting the confidentiality of participant data.

If the study makes use of data panels, the PI should familiarize him/herself about the Data Privacy

If you have any questions regarding your rights as a research participant please contact the Institutional Review Board Chairperson, Dr. Elizabeth Katz, Office of University Research Services, 8000 York Road, Towson University, Towson, Maryland 21252; phone (410) 704-2236. If you have questions about the study or if you wish to withdraw your consent, please contact the Investigators, *<include PI and Co-PI's names and contact information or if the PI is a student, the name and contact information>* (b) (5) - (D), (b) (5) - (E). 3/24/22 (JAT)

APPENDIX B. CONSENT TEMPLATE RECOMMENDED/REQUIRED LANGUAGE

The recommended or required language for each section of the consent form is listed below. If specific language is not required, you are provided with some suggested stems to begin each sentence of the section. The standard consent form MUST INCLUDE all REQUIRED sections and may include OPTIONAL sections if appropriate.

Suggested Stems

The purpose of this research study is to...

The current research study will investigate the relationship between substance use and academic performance among college students.

The purpose of this research study is to examine predictors and consequences of problematic substance use among college students.

The current research study is testing the effectiveness of a new intervention for reducing substance use among college students.

Suggested Stems

If you decide to participate, you will be asked to complete a survey about your substance use habits and academic performance.

smoker, have a history of cardiovascular or neurological disease, have known cardiac arrhythmias, or have a pacemaker.

Suggested Stems

To our knowledge, there is no risk (or possible harm) to you from your participation in this study.

There are some risks involved in this study that you should know about. One potential risk is...

RECOMMENDED/REQUIRED LANGUAGE

If the study may cause distress, use the following language (REQUIRED):

You may experience distress when answering certain questions or completing study procedures. If you become upset, you can discontinue the study at any time without penalty. You may also skip any questions you do not want to answer. If you are experiencing distress for any reason, whether related to the study or not,...

If participants are TU students on the Main Campus finish the stem as follows: ... you are encouraged to seek services through the Towson University Counseling Center. You may find information about the counseling center, as well as contact information, at the following website: <http://www.towson.edu/counseling/>. You will also be provided with a list of resources you can access if you are experiencing distress, whether or not it is related to your study participation. If you have a crisis at a time when TUCC is not available, please call the 24/7 at 1 (800) 273-8255.

If participants are TU students on the TUNE campus, finish the stem as follows: ... you may contact the Towson University Counseling Center (TUCC) on the main campus in Towson, MD for an evaluation. Following that meeting, staff at TUCC will refer you to a therapist in your local area. If you do not wish to travel to Towson, you may contact Margie Tversky (Phone: 410/704-

If there is a potential financial cost to participants (e.g., if the study involves sending text

Examples

You will receive no compensation for your participation in this study.

In order to compensate you for your time, you will...

...receive X point(s) of extra credit on your final exam.

...receive \$10 in cash once you have completed all study procedures

...\$10 gift cards for each study session you complete for up to a total of XX\$ if you complete all study sessions.

REQUIRED LANGUAGE

<For confidential studies> To ensure the confidentiality of the data you provide, your responses will be coded using a unique identification number. A master list that links your name and unique identification number will be maintained in a locked file cabinet in the PI's office and will be accessible only to study staff. *<also include anyone else who may have access to the data; e.g., for federally funded studies, the funding agency may request to see deidentified data>* This list will be destroyed *<specify either>* after data collection has been completed *<or>* after a period not to exceed XX years after the study has been completed.

<For anonymous studies> To ensure your anonymity, we are not collecting any identifying information that could be used to identify you. *<If you are using an online data collection platform>* The program used to house the questionnaire will be set to remove all identifying information from the dataset including IP addresses. *<In addition, include the following>* The consent form, which has your name on it, will be stored separately from the rest of your data. We ask that you NOT place your name or other information that could identify you on your questionnaires. Any publications or reports that result from this research will not include identifying information on any participant.

<Language required for online studies> The data are being collected via the online platform *<specify>*. To address any concerns you may have about the confidentiality of data collected in this manner, please see *<specify the company's>* Data Privacy Policy at *<include the URL here>*. You should specifically look at the section entitled, *<direct participants to the relevant section of the data privacy policy.>*

<Language required for studies involving data panels> If you are a member of a data panel, the

regardless of when they occurred and regardless of whether you, or someone else, are/were the victim or perpetrator. The researchers are also required to intervene on your, or an intended