**INSTRUCTIONS**

* HSD suggests, but does not require, that you use this template to provide information about the exempt study to your subjects. HSD does not review or approve consent materials for exempt studies and *consent materials* *should not be submitted with your application*.
* You are free to edit the template to reflect the specifics of the study, or to provide the information in some other format, but **you are responsible for communicating the following information to subjects for all exempt research: (1)** a statement that the activity is research; **(2)** a statement that participation is voluntary; **(3)** a brief description of procedures; **(4)** *if applicable* a statement that the study involves deception; **(5)** the lead researcher’s name, affiliation, and contact information; and **(6)** contact information for HSD, in case of questions or concerns
* The template can be used to create a form to provide to subjects (in hard or electronic copy) or adapted for use as an oral consent script or consent talking points. See [**EXAMPLE Consent, Exempt**](https://www.washington.edu/research/forms-and-templates/example-exempt/) **Research**.
* All red instructional text should be deleted after editing the template
* Parents must be informed, in advance, if their child will participate in research
* Additional information can be found in the [**GUIDANCE Exempt Research**](https://www.washington.edu/research/hsd/guidance/exempt/)**.**

**Information About A UW Research Study**

**[Insert study title]**

**What is this study about?**

**REQUIRED ELEMENT**

You are being asked to participate in a research study about [insert a brief description of the purpose of the research]. It is up to you to decide whether you want to participate. If you decide to enroll, you can stop participation at any time.

**OPTIONAL ADDITIONAL ELEMENTS**

We are asking you to be in the study because [insert brief description of eligibility criteria]. Please read this form and ask any questions you may have before agreeing to be in this study.

**What will you be asked to do?**

**REQUIRED ELEMENT**

If you agree to be in this study, we will ask you to [insert brief description of the primary study procedure(s). This section may also include a description of time commitments.].

**REQUIRED ELEMENT IF THE STUDY INVOLVES DECEPTION**

For scientific reasons, this consent form does not include complete information about the study and the research questions being tested. You will be given full information following your participation in the research.

**What will happen to the information you provide?**

**OPTIONAL ADDITIONAL ELEMENTS**

[Insert (and modify for accuracy) the appropriate statement regarding the confidentiality and identifiability of the study data. This section may not be applicable for studies that do not involve collection of sensitive data.]

[The information you provide will be kept confidential. We will store the data with a code instead of your name. We will keep a list that links the code to your name and will store it securely and separate from the data.] **OR**

[The information you provide will be anonymous. This means that your name will not be connected to the data.]

**Other information**

[If an investigator has a financial conflict of interest (UW policy GIM10) include the following language.] [Investigator name] has a financial or other relationship with [company name]. The University of Washington developed a Conflict Management Plan to reduce the possible effects of this relationship on your safety or welfare.

**What can you do if you want more information?**

**REQUIRED ELEMENTS**

**Talk to the study team.** [Insert PI name] is the lead researcher at the University of Washington for this study and can be contacted at [insert email/phone]. [You may also contact [insert any other study contact name or general email address] at [insert contact info].]

**Talk to someone else.** If you want to talk with someone who is not part of the study team about the study, your rights as a research subject, or to report problems or complaints about the study, contact the UW Human Subjects Division at hsdinfo@uw.edu or 206-543-0098.