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INFORMED CONSENT DOCUMENT

Project Title: Traits over Time
Principal Investigator: John Doe
Research Team Contact: John Doe (555-555-5555)
Jane Doe (555-555-5555)

This consent form describes the research study and helps you decide if you want to participate. It provides important information about what you will be asked to do during the study, about the risks and benefits of the study, and about your rights as a research participant. By signing this form you are agreeing to participate in this study.

- If you have any questions about anything in this form, you should ask the research team for more information.
- You may also wish to talk to your family or friends about your participation in this study.
- Do not agree to participate in this study unless the research team has answered your questions and you decide that you want to be part of this study.

WHAT IS THE PURPOSE OF THIS STUDY?

This is a research study. We invite you to participate in this research study because you enrolled in the Psychology Subject Pool and/or are seeking course credit for an introductory psychology course. The overall purpose of this research is to examine psychological traits over time using a new automated telephone ecological momentary assessment (EMA) system.

WHAT WILL HAPPEN DURING THIS STUDY?

Your participation in this study will involve filling out a variety of questionnaires over the course of two separate sessions, and answering telephone automated surveys four times a day for seven days. The first three telephone surveys of each day are all the same. The fourth one will be slightly different. Each set of questions is about different psychological traits and/or how you are feeling emotionally at the time.

During the first session, you will be asked to take a set of surveys and then provide contact information for receiving the optional automated telephone surveys. If you choose not to participate in the automated survey portion of the study, no contact information will be collected beyond what you already provided in Experimetrix. You will complete a sample automated telephone survey during the initial session, and if you are uncomfortable with any of the questions asked, you are free to withdraw from the telephone portion of the study. When filling out responses on the questionnaires, you may skip any question that makes you uncomfortable or any question you do not wish to answer.

During the second session, you will be asked to complete a set of questionnaires, much like the ones you did at the first session. If you do not opt to do the automated telephone surveys throughout the week, we will ask that you fill out surveys with questions similar to the automated surveys at this second session.

Audio/Video Recording or Photographs

One aspect of this study involves recording your voice. At some point during each call that you receive from the automated telephone EMA system, you will be asked to describe the activity that you are currently engaged in and your response will be recorded. Your recordings will only be accessible to study personnel.

I give you permission to make and store audio recordings of me during this study.

_____ Yes **_____ No**
Initials **Initials**

HOW MANY PEOPLE WILL PARTICIPATE?

Approximately 100 people will take part in this study conducted by investigators at X University.

HOW LONG WILL I BE IN THIS STUDY?

If you agree to take part in this study, your involvement will last for a total of 3 hours across the span of two sessions to take place one week apart. The first session will take 90 minutes. If you agree to receive automated phone calls, the system will try to reach you for four surveys per day, each taking 3-4 minutes. The daily phone surveys will take up to 16 minutes per day, and about 1.5 hours total for the week. The second session will take 15 minutes. You will receive 3 hours course credit for your time (1.5 credits for attending the first session and 1.5 credits for attending the second session). If you miss your second session appointment, we will contact you via your Experimetrix email address and attempt to reschedule.

WHAT ARE THE RISKS OF THIS STUDY?

You may experience one or more of the risks indicated below from being in this study. In addition to these, there may be other unknown risks, or risks that we did not anticipate, associated with being in this study.

There are certain risks associated with this research, which include the potential for mild boredom or distress while answering the packet of measures or answering the telephone automated surveys. The risk of breach of confidentiality will be mitigated by the following measures:

- Your survey responses will not be linked to your name, address, or other personally identifying information at any time. Your survey responses will only be linked to your participant ID.
- Your survey responses will be heavily secured by a variety of electronic security measures, and access to the response data will be tightly controlled. Your survey responses will only be transmitted between authorized computers, and only over an encrypted connection. The server on which responses are collected is secured using filesystem permissions, intrusion detection software, restricted remote login, and other countermeasures; the server is only accessible by study personnel. After the conclusion of the study, your responses will be removed from the server. Further details of the security and access control measures are available upon request.
- We will never store your chosen PIN in its original form, only information that allows us to check whether or not a PIN entered on the phone matches your chosen PIN.

WHAT ARE THE BENEFITS OF THIS STUDY?

You will not benefit directly from being in this study. However, we hope that, in the future, other people might benefit from this study because this research has the potential to increase scientific knowledge and to help researchers understand individual differences in personal attitudes and preferences over time.

WHAT OTHER OPTIONS ARE THERE?

Instead of being in this research study, you have other options for receiving course credit; these options vary depending on the class, so please ask your course instructor or refer to your course syllabus for more information.

WILL IT COST ME ANYTHING TO BE IN THIS STUDY?

You will not have any costs for being in this research study.

WILL I BE PAID FOR PARTICIPATING?

You will not be paid for being in this research study.
You will receive 2.5 hours course credit for your time (1 credit for attending the first session and 1.5 credits for attending the second session).

HOW WILL YOU KEEP MY INFORMATION CONFIDENTIAL?

We will keep your participation in this research study confidential to the extent permitted by law. However, it is possible that other people such as those indicated below may become aware of your participation in this study and may inspect and copy records pertaining to this research. Some of these records could contain information that personally identifies you.

- Federal government regulatory agencies,
- University representatives, to complete University responsibilities
- X University's Institutional Review Board (a committee that reviews and approves research studies)

To help protect your confidentiality, we will take the following steps: The information you provide will be identified only by an ID number. We will associate your ID number with your university email address in a password-protected database until the end of your second session. After you leave the second laboratory session, your ID number cannot be linked with your name. All laboratory staff, including undergraduate research assistants, will have access to the data from your questionnaires identified only by your ID number. The staff members administering the study should not be people that you are already acquainted with. Please inform the experimenter or Dr. Doe immediately if you believe you are acquainted with members of the laboratory staff.

We will do everything we can to protect your privacy and to keep your responses confidential. All of the research assistants were carefully selected by Dr. Doe and all have been thoroughly trained on the importance of maintaining confidentiality. The undergraduate research assistant members of Dr. Doe study team have signed a confidentiality agreement. Any reported or suspected breach in confidentiality will be reported to the X HRPO, as required by federal and institutional policies.

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In rare instances, a researcher's study must undergo an audit or program evaluation by X University or an external oversight agency (such as the Office for Human Research Protection). This may result in the disclosure of your data as well as any other information collected by the researcher. If this were to occur, such information would only be used to determine whether the researcher conducted this study properly and adequately protected your rights as a human participant. Importantly, any and all audits would maintain the confidentiality of any information reviewed by their office(s).

If we write a report or article about this study or share the study data set with others, we will do so in such a way that you cannot be directly identified.

IS BEING IN THIS STUDY VOLUNTARY?

Taking part in this research study is completely voluntary. You may choose not to take part at all. If you decide to be in this study, you may withdraw and/or stop participating at any time. If you decide not to be in this study, or if you stop participating at any time, you won't be penalized or lose any benefits for which you otherwise qualify.

WHAT IF I HAVE QUESTIONS?

We encourage you to ask questions. If you have any questions about the research study itself, please contact: John Doe at (555) 555-5555. If you feel that you have been harmed in any way by your participation in this study, please contact either John Doe at (555) 555-5555 or Jane Doe at (555) 555-5555.

If you have questions, concerns, or complaints about your rights as a research participant please contact the Human Research Protection Office, <Address of Human Research Protection Office>, <Phone Number of Human Research Protection Office>, or email <Email of Human Research Protection Office>. General information about being a research participant can be found by clicking "Participants" on the Human Research Protection Office web site, <Email of Human Research Protection Office>. To offer input about your experiences as a research participant or to speak to someone other than the research staff, call the Human Research Protection Office at the number above.

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This consent form is not a contract. It is a written explanation of what will happen during the study if you decide to participate. You are not waiving any legal rights by agreeing to participate in this study.

Your signature indicates that this research study has been explained to you, that your questions have been answered, and that you agree to take part in this study. You will receive a signed copy of this form.

Do not sign this form if today's date is after $STAMP_EXP_DT.

_____ _____

(Signature of Participant) (Date)

_____

(Participant's name – printed)

Statement of Person Who Obtained Consent

The information in this document has been discussed with the participant or, where appropriate, with the participant's legally authorized representative. The participant has indicated that he or she understands the risks, benefits, and procedures involved with participation in this research study.

_____ _____

(Signature of Person who Obtained Consent) (Date)

_____

(Name of Person who Obtained Consent - printed)