**When do I use this Information Sheet template?**

* Use this template when conducting an **activity which qualifies as a Classroom Research Activity**.
* This template will help you communicate information about your research to potential participants. Research is always a relationship between an investigator and participants. Informed Consent is a key element of this relationship.

**How do I complete this Information Sheet template**?

* All text in **Green** are instructions and must be deleted before using this form.
* Do not alter any template text, or any elements in the footer.
* All spaces in **[Brackets]** must be completed or revised by the Researcher. Refer to Guidance – Instructions for Completing a Consent Form for more advice about drafting appropriate language and formatting for a Consent Form.
* Delete this Instructions page before submitting your Information Sheet for review.
* **There are three options for using this Information Sheet:**
	+ This Information Sheet can be handed out to participants.
	+ This Information Sheet can be copied into the first page of a Qualtrics survey.
	+ This Information Sheet can be used as the first page of a hard copy survey.



**Classroom Research Activities Information Sheet**

You are being asked to participate in a classroom project I am completing for a course - [enter course number and name] - at Lindenwood University. Please read this information sheet and contact me with any questions you may have before agreeing to take part in this research.

During this project, I am interested in understanding[provide a brief description of the purpose of the study].

If you agree to participate, you will **[briefly explain what participants will be doing during the activity. Include all tasks or procedures, frequency and length of procedures, and overall length of participation**. Example: If you agree to participate, you will complete an online survey. This will take about 5 minutes to complete. You do not have to answer any questions you don’t want to - click “next” or “N/A” in the survey to move to the next question.**]**

Participation in this classroom project is voluntary. You can decline to participate or withdraw at any time. If you choose not to participate, you will not be penalized or lose benefits or services unrelated to the study.

There are no risks or benefits from participating in this project. We will not collect any information that may identify you. We will destroy any data related to this project when the activity is completed.

**[Include the following paragraph only if research involves using the Lindenwood Participant Pool]** If you joined the student subject pool, your alternative may be to participate in another study or to write a paper, please contact the Subject Pool Coordinator for further information. After you have completed the survey, you will be taken to a separate page where you will enter your psychology subject pool number so that you can get credit for being in the study. The number will not be directly linked to your survey responses

If you have concerns or complaints about this project, please use the following contact information:

[Provide name and email address for at least 1 student researcher]

[Provide name and email address for faculty member teaching the course]

If you have questions about your rights as a participant or concerns about the project and wish to talk to someone outside the research team, you can contact the LU Institutional Review Board at 636-949-4155 or irb@lindenwood.edu.