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

* Use this template when conducting **research *only* involving a survey and you will not be collecting any identifiable data**.
* 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 should 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 form for review.
* **There are two options for using this Information Sheet:**
	+ This Survey Information Sheet can be copied into the first page of a Qualtrics survey.
	+ This Survey Information Sheet can be used as the first page of a hard copy survey.



**Survey Research Information Sheet**

You are being asked to participate in a survey conducted by [provide name of researcher and faculty supervisor, if applicable]at Lindenwood University. We are doing this study to [provide a brief description of the purpose of the study, and what questions will be asked. If participants will be observing anything (e.g. a video or audio file) prior to or during the survey, briefly describe what participants will be required to observe]. It will take about [insert time in minutes] to complete this survey.

Your participation is voluntary. You may choose not to participate or withdraw at any time by simply not completing the survey or closing the browser window.

There are no risks from participating in this project. We will not collect any information that may identify you. There are no direct benefits for you participating in this study.

**[Include this paragraph only if research involves using the Lindenwood Participant Pool]** If you are in the LPP you will receive one extra credit point in the course for which you signed up for the LPP. You will receive extra credit simply for completing this information sheet. You are free to withdraw your participation at any time without penalty. Participants who are not part of the LPP will receive no compensation beyond the possible benefits listed above. However, your participation is an opportunity to contribute to psychological science.

**WHO CAN I CONTACT WITH QUESTIONS?**

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 any questions about your rights as a participant in this research or concerns about the study, or if you feel under any pressure to enroll or to continue to participate in this study, you may contact the Lindenwood University Institutional Review Board at (636) 949-4155 or irb@lindenwood.edu.

**[Include if Survey is conducted online. Delete the signature boxes below.]**

By clicking the link below, I confirm that I have read this form and decided that I will participate in the project described above. I understand the purpose of the study, what I will be required to do, and the risks involved. I understand that I can discontinue participation at any time by closing the survey browser. My consent also indicates that I am at least 18 years of age.

You can withdraw from this study at any time by simply closing the browser window. Please feel free to print a copy of this information sheet.

**[Include if Survey is conducted online using the LPP. Delete the signature boxes below.]**

By clicking the link below, I confirm that I have read this form and decided that I will participate in the project described above. I understand the purpose of the study, what I will be required to do, and the risks involved. I understand that I can discontinue participation at any time by simply not completing the survey. My consent also indicates that I am at least 18 years of age, or that I have parental consent on file with the Lindenwood Participant Pool.

You can withdraw from this study at any time by simply closing the browser window. Please feel free to print a copy of this information sheet.

**[Include if Survey is conducted on paper. The boxes below are only required if this option is selected.]**

By returning this survey, I confirm that: I have read this form and decided that I will participate in the project described above. I understand the purpose of the study, what I will be required to do, and the risks involved. I understand that I can discontinue participation at any time by simply not completing the survey. I also confirm that I am at least 18 years of age.