

Calvin College
Institutional Review Board
Sample Informed Consents

Sample A: Signature Page

By signing below, I agree to an interview as part of a research study during which I will be asked my views on political and religious issues. The purpose of the research is to examine the relationship between churches and politics in Grand Rapids, and what individuals and churches are doing about political issues. I understand that the interview will take about two hours, and I can choose the most convenient time and location for the interview.

I understand that there may be minimal risks from this research, such as annoyance when reflecting on other political beliefs, or shame from inaction in political or religious issues. I understand that my participation is voluntary and I can choose to skip any question I would prefer not to answer. I will not be penalized in any way by choosing not to participate or withdrawing from the study.

I understand that I may not receive any direct benefits from participation in this research, but others may benefit in the future from improved relationships between religious and political organizations.

I also understand that the interview will be taped, but that no identification will be placed on the tapes or transcripts that would uniquely identify me – such as name or telephone number. I understand that when the results of the research are presented at conferences or published, no identifying information will be shared.

Signature: _____ Date: _____

If you have questions about this study, please contact Dr. John VandeCalvin by mail at the Center for Social Research, Calvin College, 3201 Burton SE, Grand Rapids, MI 49546, or by telephone at (616) 526-7711.

To ensure that your rights as a research participant have been safeguarded, this study has been reviewed by the Calvin College Institutional Review Board. You may contact this board at the following address at any time during the study if you have questions or concerns about your participation.

IRB Chairperson
Office of the Provost
Calvin College
3201 Burton Street SE
Grand Rapids, MI 49546
irb@calvin.edu.

Sample B

Introduction to the Study:

We are inviting you to be in a research study of people taking part in the Transitional Living Program at Knollcrest House. Knollcrest House is a 30-day shelter program to help women and children who have been victims of domestic violence. Dr. Anne Matthews of Calvin College's Center for Social Research is conducting the study. If you have any questions or concerns about being in this study, you may call Dr. Anne Matthews or her assistant, Noah Hernandez, at (616) 526-6000.

Purpose

The purpose of this study is to see how well Knollcrest House is helping women and children who have experienced violent relationships. We hope to use what we learn from this study to help other Knollcrest House residents even more than the program already does.

What Will Happen During the Study

While you are living at Knollcrest House we will ask you to take part in 2 to 4 tasks that may include:

- a. Keeping a diary (to be explained by the researcher)
- b. Answering questions about your attitudes, goals, and behavior
- c. Keeping a list of your daily activities
- d. Filling out surveys about your attitudes, feelings, and goals

These activities will not take more than 1 hour per day while you are living at Knollcrest House. Additionally, the researchers may observe you and your interactions with other participants while you take part in planned activities at Knollcrest House.

Your Privacy is Important

We will make every effort to protect your privacy. We will not use your name in any of the information we get from this study or in any of the research reports. Any information we get in the study will be recorded with a code number that will let only Dr. Matthews know who you are. When the study is finished, the key that shows which code number goes with your name will be destroyed. Since we will be making efforts to protect your privacy, we ask you to agree that we may use any information we get from this research study in any way we think is best for publication or education.

Risks and Benefits:

There is a risk that asking you about your feelings, attitudes, future goals and behavior may cause you to feel upset. While your participation in the study may not directly benefit you, the results of this research will help improve the services to other women and children who will stay at Knollcrest House in the future as well as other women and children who stay in similar housing.

Your Rights:

- You decide on your own whether you want to be in this study.
- You will not be punished or treated any differently if you decide not to be in the study.
- If you decide to be in this study, you will have the right to stop being in the study at any time.
- If you decide not to be in the study or to stop being in the study, this will not affect the services you presently get from Knollcrest House or future services you will receive in the Transitional Living Program.

Institutional Review Board Approval

The Calvin College Institutional Review Board has approved this study. If you have any concerns about your rights in this study you may contact the Chair of the Institutional Review Board:

IRB Chairperson
 Office of the Provost
 Calvin College
 3201 Burton Street SE
 Grand Rapids, MI 49546
 irb@calvin.edu

Summary:

- I understand this is a research study to see how well the Transitional Living Program at Knollcrest House is helping women who have been in violent relationships.
- I have had the chance to ask any questions I have about this study and they have been answered for me.
- I have read the information in this consent form, and I agree to be in the study.
- I understand I will get a copy of this consent form after I sign it.

_____ Date: _____
 Signature of Participant

_____ Date: _____
 Signature of Witness*

*Witness signature is required only when the capacity of the subject to understand the description of the project and its associated risks is in question or when otherwise required by the Calvin College Institutional Review Board.

Sample C: Cover letter for a mailed anonymous questionnaire

My name is Dr. Marge Inovarra and I am a Professor of Social Work at Calvin College. I am conducting a multi-organizational study of employee turnover. Calvin College is funding this research project. The purpose of this project is to understand why people leave their jobs. I plan to compare the answers of people who have recently left their jobs to a group of people who have been at the same job for five years or more. Enclosed with this letter is a brief questionnaire that asks a variety of questions about peoples' attitudes toward their jobs. I am asking you to look over the questionnaire and, if you choose to do so, complete the questionnaire and send it back to me. By sending the questionnaire back to me you are consenting to participation in this research study.

Do not write your name anywhere on the questionnaire. I do not need to know who you are. The results of this project will be summarized. Your responses will not be identified as coming from individuals or from you personally. Nothing you do or say will in any way influence your present or future employment. Also, this information will not affect your use of your present employer as a reference or any job references that you may list. There may be minimal risks to you in participating in this research. You may feel frustrated, angry or hurt when reflecting on your employment experience. Benefits from participating in this research may include improved work environments that result in better employee retention.

I hope you will take a few minutes to complete this questionnaire and to return it in the enclosed self-addressed and stamped envelope. Without the help of people like you, research on employees would not be conducted. Your participation is voluntary and there is no penalty if you do not participate. Regardless of whether you choose to participate, you can have a summary of our findings. To receive a summary, use the second enclosed letter sized self-addressed and stamped envelope and the address form. To preserve your anonymity, you will send this request separately from the questionnaire by mail. In this way, I have no way of knowing who sent back a questionnaire and who requested a summary of the results.

Understanding why people leave their jobs is very important. Through your participation, I eventually hope to understand how best to satisfy the needs of organizations and the needs of employees.

You may contact either me or the Calvin College Institutional Review Board which has reviewed this project at the following address or phone number at any time during this study if you have questions or concerns about your rights as a research subject.

Dr. Marge Inovarra
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(616) 526-7711

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