

Adult Participant Consent Form Guidance and Checklist

This type of form is used to obtain consent from adult participants who are HIDOE teachers, other HIDOE personnel, or non-HIDOE personnel, and student participants who are 18 years or older (“eligible students”).

The purpose of an adult participant consent form is:

1. To provide prospective participants with adequate information about a study so that they may make a fully informed decision regarding whether to:
 - a. consent to their participation in the study and/or
 - b. authorize the researcher to use data about them for the study.
2. To document a participant’s consent to participate in the study.
3. To ensure that the researcher has the necessary authorization to use data about the participant for the study.

Audience-appropriate language

Consent forms must contain language that is easily understandable by and appropriate for the targeted population.

This means that consent forms:

- As general rule, should be at the seventh-grade reading level.
- Must **not** exceed the twelfth-grade reading level.
- Must be appropriate for your targeted population.

To determine the reading level of your consent forms, you may wish to use the Microsoft Word readability tool, which will give you the estimated Flesch-Kincaid reading level of your document.

Additional information for HIDOE employees conducting research

Although HIDOE employees may be authorized to conduct research and data collection activities and to use non-public and/or personally identifiable HIDOE data (e.g., program evaluation data, lesson plans, personnel data, eligible students’ assessment scores) as a part of their HIDOE assigned duties, they must request participants’ consent to use these data for non-HIDOE purposes, such as external research.

When a HIDOE employee is acting as an external researcher, it is important that s/he distinguishes between HIDOE assigned duties, regular classroom activities, and optional research activities.

This distinction must be communicated to the participant, who must be clearly informed that their participation in all research activities is voluntary.

Checklist

This checklist will be used by HIDOE Data Governance and Analysis Branch staff and Research Review Committee members to determine whether your consent forms meet expectations. If you are unsure whether a conditional expectation applies to your application, please contact the HIDOE Data Governance and Analysis Branch at DOEResearch@notes.k12.hi.us for assistance.

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<i>Expectations</i>	<i>Condition</i>	<i>Applicable?</i>	<i>Expectation Met?</i>
1. Title is clear and consistent with application	All applications	Yes	<input type="checkbox"/>
2. Purpose is clear and consistent with application	All applications	Yes	<input type="checkbox"/>
3. The reading level is appropriate for the targeted audience (For adults, the Flesch-Kincaid reading level should fall between 7.0 and 12.0)	All applications	Yes	<input type="checkbox"/>
The Flesch-Kincaid reading level as of insert date checked is insert reading level .			
4. How the participant data will be securely maintained and destroyed	All applications	Yes	<input type="checkbox"/>
5. How the privacy and confidentiality of the participant and participant data will be protected	All applications	Yes	<input type="checkbox"/>
6. How and to whom the participant data will be shared or publicly disseminated (e.g. final report to funder, presentation of findings to school community, journal article, conference presentation, etc.)	All applications	Yes	<input type="checkbox"/>
7. Benefits to the participant as a result of participating in the study	All applications	Yes	<input type="checkbox"/>
8. Risks to the participant as a result of participating in the study	All applications	Yes	<input type="checkbox"/>
9. A statement that participation is voluntary and that consent can be withdrawn at any time	All applications	Yes	<input type="checkbox"/>
10. Instructions for how to withdraw consent (e.g. submit a written notification to the researcher)	All applications	Yes	<input type="checkbox"/>
11. Researcher's contact information for questions about the survey	All applications	Yes	<input type="checkbox"/>
12. How the information in the consent form will be provided to the participant for their reference (e.g. keep the top portion, ask researcher for a copy, etc.)	All applications	Yes	<input type="checkbox"/>
13. A statement of consent to participate in the study (including study title)	All applications	Yes	<input type="checkbox"/>
14. Write-in fields for the participant's name, signature, and date of signature OR A statement that consent to participate in the study will be given by affirmatively indicating consent via the specified means (e.g. checking the "yes" box below)	All applications	Yes	<input type="checkbox"/>

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<i>Expectations, cont'd</i>	<i>Condition</i>	<i>Applicable?</i>		<i>Expectation Met?</i>
15. Description of the researcher's role as a HIDEOE employee	If the researcher is a HIDEOE employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
16. Detailed description of all activities involving the adult participants	If data will be collected from adult participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
17. Explanation of what type of data will be collected from the adult participants	If data will be collected from adult participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
18. Length of time required to conduct each activity	If data will be collected from adult participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
19. Number of times each activity will be conducted	If data will be collected from adult participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
20. Planned researcher actions to address participant discomfort during participation (e.g. skip a question, take a break, withdraw from the activity/study, etc.)	If data will be collected from adult participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
21. Personally identifiable data that will be released by HIDEOE to the researcher	If additional data will be collected in addition to those data collected directly from the participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
22. The risk of potential loss of privacy	If data will be collected from the participants and/or HIDEOE will release personally identifiable information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
23. A statement that the eligible student's decision to participate (including a decision to withdraw at after initially consenting) will not impact: <ul style="list-style-type: none"> a. The eligible student's grades or academic standing at the school b. The eligible student's interactions with the teacher/school staff member 	If eligible students are the targeted audience for these consent forms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
24. A description of alternate activities for non-participating eligible students	If activities will be conducted during instructional time	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
25. Information about incentives to participate in the study (e.g. compensation, stipends, gift cards, etc.)	If incentives are available to participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
26. A statement of release of rights to specific data about the participant (e.g. photographs, video recordings, audio recordings, work samples)	If other types of data will be collected that will need consented <i>release</i> to the researchers (e.g. photographs, video recordings, work samples, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

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<i>Optional Items</i>	<i>Condition</i>	<i>Included?</i>
27. Expected duration of participants' participation (e.g. Fall 2015, school years 2015-2016 to 2015-2017)	Optional, all applications	<input type="checkbox"/>
28. Names of individuals who will be involved in conducting each activity and will interact with participants	Optional, all applications	<input type="checkbox"/>
29. Offer to make data collection instruments available for review	Optional, all applications	<input type="checkbox"/>
30. Non-personally identifiable (de-identified or aggregate) participant data released by HIDOE to the researcher	Optional, if non-PII data will be shared with researcher	<input type="checkbox"/>

For DGA Use Only:

Date verified by DGA: *Enter date* DGA staff who reviewed: *Enter name*