**Sample: *Exempt* *Confidential* *Interview* Consent Form**

Tips to writing a consent form:

* Always write the consent form in the 2nd person (i.e., “you are”). Refrain from using 3rd person terminology (i.e., “they are”) and terms such as “participants are”. Instruction should be targeted towards an individual.
* Language should be clear, concise, and understandable to the subject population. Typically for adult subjects, consent forms should be written at an 8th grade reading level.
* Avoid the use of exculpatory language, such as “guarantee confidentiality”
* Statements *in brackets and italics* indicate instruction or examples. These sections are where language should be removed/inserted/modified.

**Purpose:**

You are being asked to participate in a research study being conducted by [*insert researcher’s name*] at the University of California, Santa Barbara. Participation is voluntary. [Or use, *Being in this study is optional.*] The purpose of this research study is to [*briefly describe why the study is being done*].

**Procedures:**

If you choose to be in the study, we will interview to learn more about [*briefly describe what types of information the subject will be asked about*]. The interview will last about [*insert time commitment*].

You can skip questions that you do not wish to answer or stop the interview at any time. [*Include if applicable: Whether or not you participate will not affect your grades, standing in any group, organization, etc.*]

We will keep the data we collect confidential and we will not share your personal information with anyone outside the research team.

**Costs/payments:**

[*Describe any costs/payments and method of payment here. Payments must allow for pro-rating if a subject withdraws before completing the study*.]

**Contact Information:**

​ If you have questions about the research, you can call me at [*insert contact information (email address and phone number)*] or [*insert course teacher or advisor information*].

If you have any questions regarding your rights as a research subject, please contact the Human Subjects Committee at (805) 893-3807 or hsc@research.ucsb.edu. Or write to the University of California, Human Subjects Committee, Office of Research, Santa Barbara, CA 93106-2050