**Sample: *Exempt* *Interview* *with Audio/Video Recording* 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 [*audio and/or video record*] an interview with you 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: Your decision whether or not to participate in this study will not affect your grades, standing in any group, organization, etc.*]

**Confidentiality:**

The results of this research may be [*state how the results will be shared/presented, e.g., presented at a conference, published in a scientific journal, shared with other researchers, etc.*] [*State whether individual privacy will be maintained, if identities will be disclosed or pseudonyms will be used, etc.:*] With your permission, your identity will [*not*] be made known in written materials resulting from this study. [*State what will become of audio and/or video tapes after the use, e.g., destroyed, transcribed, quotes will be used, tapes shared with others, etc. Describe the final disposition of the audio and/or video recordings.*]

[*If you will be audio/video recording with a third party platform, you must inform participants that these applications may have access to the recordings for their own purposes.*] Third party platforms used to record the interview may have access to the recordings under their privacy policy.

**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