

CONSENT FORM REFERENCE TO MEDIA RECORDS RELEASE FORM

When using a separate Media Records Release Form for photographs, audio, and/or video recordings made as part of the research, the main study consent form(s) should include a brief reference explaining this, e.g. (*adapted as appropriate*):

"I [We] may want to use some of the photographs, audio recordings, or video recordings of you in public presentations related to the research. Please read the attached Media Records Release Form. It outlines several possible uses of the recordings and asks for your specific consent to use them in each way. I [We] will not use any recordings of you in any future presentations without your consent."

Please note: If photographic/audio/video recordings will be used only for transcription of original study data, and only the PI or research team members will have access to those recorded materials, then a Media Records Release Form is not needed. In such cases, the researcher's intent to photograph or record should be disclosed in the main study consent form, along with information about restricted use of and access to the photos/ audio recordings/ video recordings, as well as when they will be destroyed and/or how long they will be retained. (See suggested language in Sample Consent Form-Interview with Audiotaping at <https://cphs.berkeley.edu/CF-Sample Interview Audiotape.docx>).

Submitting the Media Records Release Form for Review

The Media Records Release Form may appear within the same file as the consent document (i.e., as the last page in the Word or PDF consent form file), or it may be submitted as a separate document in the Informed Consent section of the protocol. If submitting it as a separate document, in the Consent/Waiver Description box, select Consent Form as the consent type and simply refer to the consent form with which it will be used. For example, "This form will be used in the consent process for [title of consent form]."

The same guidance applies when using a Media Records Release Form for research involving children. It may be included as the last page of the Parent Permission form (and Assent Form, when appropriate), or submitted as a separate document that refers to the other form(s).

For exempt applications, there is no need to submit the Media Records Release Form with the protocol. Plans for use should be noted as supplemental information when describing the consent process in protocol section 4a. See the following guidance on Informed Consent in Exempt Level Research:
<https://cphs.berkeley.edu/guide/informedconsentexempt.html>.