

## GENERAL INSTRUCTIONS FOR USE OF CPHS TEMPLATE/SAMPLE CONSENT FORMS

- 1) Remove template label at top (“TEMPLATE CONSENT FORM...”). Insert title of your study below generic “**Consent to Participate in Research.**”
- 2) If study has sub-groups of subjects, put name of each sub-group to which a particular form belongs (e.g., “Controls”) in parentheses after/below study title.
- 3) Insert CPHS protocol ID number (as soon as it’s known) in left side of footer (e.g., “CPHS #xxxx-xx-xxxx”). Add page numbering to right side of footer (e.g., "Page x of xx").
- 4) Add appropriate information as applicable for your department/school to the UC Berkeley letterhead included in template.
- 5) ADAPT the template/sample so that information is simple, clear, and appropriate for your subject population.
- 6) Statements *in brackets and/or italics* are instructions or examples; do not include in the actual consent form.
- 7) Use suggested wording (in regular font, not italics) *as is* if appropriate, or *revise* if needed.

**IMPORTANT NOTE:** Some of the templates are long in order to apply to different types of studies, including those with numerous/complex procedures. Many studies will be much more straightforward, and the consent language should reflect this by being as simple and brief as possible. In most cases, forms should be written at an 8<sup>th</sup> grade reading level.