Adult survey information and consent

Adapt for educators, parents answering about their own experiences, or other adults; verify anonymous versus coded collection.

Original teaching templates, not official Sacramento State forms or approved protocols. Replace every bracketed prompt, remove drafting notes, use current university forms where required, and obtain the applicable institutional determination before recruitment or research. These are not ready-to-sign documents.

Drafting notes remove before submission

Use the current Sac State consent template and approved documentation process. Survey completion is not automatically an authorized substitute for signed consent. Choose one accurate privacy description; removing names alone does not make a survey anonymous. This adult form does not authorize collection of a child's private information or records.

Check applicable additional consent elements, including injury/treatment information for more-than-minimal-risk research. For Qualtrics, test the actual link, identifiers, metadata, consent branch, skipped answers, and incomplete-response handling before making participant promises.

The main things to know

Study: [title/version]. I am [name], a Sacramento State graduate student working with [advisor]. This research explores [purpose]. You are invited because [adult eligibility]. About [number] adults may take part. The [Qualtrics/paper] questionnaire takes about [time] and asks about [topics].

Joining is voluntary. You can skip research questions or stop without affecting [employment, grades, services, or other relevant relationships]. The main possible risks are [discomfort and privacy risks]. [Describe benefits or state that no direct benefit is expected.]

What participation involves

[Describe where and how the questionnaire is accessed or privately returned; identify any experimental procedure.] [Describe normal services or appropriate alternatives available without participation.] Please do not include [unneeded names or identifiable information about yourself or others].

Costs: [none or actual costs]. Payment: [none or exact terms, including skipped items or withdrawal]. If a question is uncomfortable, skip it or stop; [other study-specific support]. [Describe any safeguards against pressure when the researcher is a colleague or service provider.]

Privacy and removal of answers

[Choose and write one verified description: anonymous answers have no identifying information or retained link to you; coded/confidential answers use a code and a separately held key.] [List the actual identifying questions, metadata, or linkages, if any.] Authorized access: [roles]. Storage: [confirmed university-authorized service/restricted folder and paper safeguards]. Reporting: [aggregates, free-text review, and small-group protection]. Limits to confidentiality: [actual limits].

Before submitting, you may stop. [Explain the tested handling of saved or partial responses.] After submission, [either explain why an actually anonymous response cannot be located, or give the code/contact process and deadline for removal of linked responses]. [State what records must still be retained.]

Records are kept for [approved period and triggering event for each data type], then [destruction method]. [State the approved future-use/sharing decision, including whether de-identified information may be used for future research.]

Questions and consent

Study questions or concerns: [student researcher name/contact]. Faculty advisor: [name/contact]. Participant-rights questions: [current Sac State contact from official template]. [Add research-related injury contact and applicable approved wording when needed.] Keep a copy of this information.

[Insert the approved documentation process: signed consent, separate electronic consent, or an authorized information-and-agreement process.] Decision: [ ] I agree to take part. [ ] I do not agree. [For online refusal, end the research questionnaire without retaining research answers as specified in the approved tested configuration.] Do not collect a signature or contact details linked to responses while promising anonymous answers.

Official guidance to check before use

Sacramento State Human Subjects Research

Official starting point for submission guidance and current institutional templates.

Sacramento State Research Protocol Guidance - sign-in required

Current consent forms and protocol guidance. Authenticated contents were not verified in this review.

45 CFR 46.116 - Informed consent

Federal consent elements and institutional waiver authority.

45 CFR 46.117 - Consent documentation

Consent and signed documentation are separate decisions; the IRB determines any documentation waiver.