Informed Consent Form Specifications

As part of most research activities it is necessary to obtain an informed consent. The key to the consent form is to provide participants with enough information so that they understand your research. Examples have been provided on the website. Make sure to include the following information:

1. Your name and how to contact you.
2. A description of your project including the number of participants, the time the participant will need to devote to the project, how the participant will be involved with the project (interview, test, survey, etc.).
3. How you will maintain the information to ensure confidentiality
4. The identification of risks, benefits, and alternative treatments available to the participant.
5. A statement regarding the ability of the participant to not answer some questions or to opt out of the study at any time.
6. A space for the participant's signature and date. If the form is more than one page, include a place for initials on each page other than the signature page.
7. If the person is under the age of 18, the top half of the consent form will be for the child to sign and date while the bottom half will need a space for the guardian's signature and date. Remember the information about the project must be in a language that is understandable to the child.
8. You need to also have the IRB chairs name and how to contact him/her.

If you have any questions regarding the project's procedures at the OCCC campus, please contact Dr. Janet C. Perry, IRB Chair at 405 682-1611 or email jcperry@occc.edu.