Use this template or a close approximation for e-mail messages to prospective research participants or include on face page of survey. The 8 elements of informed consent must be addressed.

Put “Research Invitation” on the message line of an e-mail or the title of a webpage.¹

(Name), Principal Investigator from the University of Alabama, is conducting a study called _______________. S/he wishes to find out _______________.²

Taking part in this study involves completing a web survey³ that will take about ____ minutes.⁴ This survey contains questions about _____, _____, and _____.

We will protect your confidentiality by ____ (mechanisms to be used). Only ____ (the investigator, research team members) will have access to the data. The data are ____ (password protected, encrypted, other means of protection). Only summarized data will be presented at meetings or in publications.⁵

There will be no direct benefits to you (or describe benefit or incentives). The findings will be useful to ____ (who, group) for _____ (purpose).⁶

The chief risk is that some of the questions may make you uncomfortable. You may skip any questions you do not want to answer. (Or describe other risks)⁷

If you have questions about this study, please contact _____ (investigator) at _____ (telephone) or by email. If you have questions, concerns, or complaints about your rights as a research participant, contact Ms. Tanta Myles, the Research Compliance Officer, at (205) 348-8461 or toll-free at 1-877-820-3066. If you have complaints or concerns about this study, file them through the UA IRB outreach website at http://osp.ua.edu/site/PRCO_Welcome.html. Also, if you participate, you are encouraged to complete the short Survey for Research Participants online at this website. This helps UA improve its protection of human research participants.

YOUR PARTICIPATION IS COMPLETELY VOLUNTARY. You are free not to participate or stop participating any time before you submit your answers.⁸

If you understand the statements above, are at least 18 years old, and freely consent to be in this study, click on the _____ (CONTINUE or I AGREE) button to begin.

¹ A statement that the study involves research
² An explanation of the purpose(s) of research
³ A description of the procedures to be followed
⁴ The expected duration of the person’s participation
⁵ A statement describing the extent to which confidentiality will be maintained
6 A description of benefits to the individual or society that may reasonably be expected
7 A description of any reasonably foreseeable risks or discomforts
8 A statement that participation is voluntary, refusal involves no penalty or loss of benefits to which the participant may be entitled, and that the participant may discontinue participation at any time without penalty or loss of benefits to which s/he may otherwise be entitled.