

**SAMPLE/TEMPLATE: CONSENT PREAMBLE for SURVEY and or INTERVIEW**

**Are you conducting a survey and or interview?**

- A. Yes: \_\_\_\_\_
- B. No: \_\_\_\_\_

**Please copy the appropriate template (A and or B) below into your own document and use as needed.**

**A. CONSENT PREAMBLE for SURVEY**

You have been asked to complete this survey as part of a research project conducted by, **[INSERT PI/SI NAME]**, a **[STUDENT, FACULTY, OR STAFF MEMBER]** at Howard University, in Washington, DC.

The research project is called **[TITLE OF PROJECT]**. The study is designed to **[DESCRIBE PURPOSE OF STUDY]**. You are being asked to participate in this because **[INSERT DESCRIPTION OF WHY PARTICIPANT WAS SELECTED]**. Your responses are entirely voluntary, and you may refuse to complete any part or all of this survey. This survey is designed to be anonymous, meaning that there should be no way to connect your responses with you.

Toward that end, please do not sign your name to the survey or include any information in your responses that makes it easy to identify you. By completing and submitting the survey, you affirm that you are at least 18 years old and that you give your consent for **[INSERT PI/SI NAME]** to use your answers in their research. If you have any questions about this research before or after you complete the survey, please contact **[PI NAME and PI CONTACT INFO]**. If you have any concerns or questions about your rights as a participant in this research, please contact the Howard University Institutional Review Board.

**B. CONSENT PREAMBLE for INTERVIEW**

You have been asked to participate in this interview as part of a research project conducted by me, **[INSERT PI/SI NAME]**, a student/Faculty member at Howard University, in Washington, DC.

The research project is called **[INSERT TITLE]**. The study is designed to **[DESCRIBE PURPOSE OF STUDY]**. You are being asked to participate in this because **[INSERT DESCRIPTION OF WHY PARTICIPANT WAS SELECTED]**.

Your responses in this interview are entirely voluntary, and you may refuse to answer any or all of the questions in this interview. I expect that the interview will last approximately **[INSERT ESTIMATED DURATION OF PARTICIPATION]**. By agreeing to participate in the interview, you affirm that you give your consent for me, **[INSERT PI/SI NAME]**, to record this interview and to use your answers in my research. All responses will be anonymized, and there will be no way to trace your responses back to you. If you agree to participate, you will receive **[INSERT DESCRIPTION OF STUDY BENEFITS OR STATE THAT THERE ARE NO DIRECT BENEFITS]**. The risks to

participating in this study include **[INSERT DESCRIPTION OF RISKS OR STATE THAT THERE ARE NO KNOWN RISKS]**.

If you have any questions about this research before or after you complete the survey, you can contact me **[INSERT PI/SI CONTACT INFO]**. I will give you this contact information in written form at the end of the interview.

If you have any concerns or questions about your rights as a participant in this research, you can contact the Howard University Institutional Review Board at [theorrc@howard.edu](mailto:theorrc@howard.edu) or (202) 865-8597. I will also give you this contact information in written form at the end of the interview.

Do you confirm that you are over 18 years old? Do you give your consent to participate in this interview?