Basic Elements of Informed Consent
(Not all items are applicable to every project.)

In language understandable to the participant...

Who, What, Why, Where, When
- Consent forms must state who is conducting the research and must either be presented on UIUC letterhead or state the researchers’ UIUC affiliations in the first paragraph.
- A statement that the study involves research
- An explanation of the purpose of the research
- A description of the procedures to be followed
- Identification of any experimental treatments, procedures, or devices
- A disclosure of any appropriate alternative procedures or courses of treatment
- The location(s) where the procedures will be done
- The expected total duration of participation and that of each phase of multi-phase protocols

Voluntariness
- A statement that participation is voluntary
- A statement that subjects may refuse to participate or may discontinue participation at any time during the project without penalty or loss of benefits to which they are otherwise entitled
- For surveys and interviews, a statement that subjects may skip any questions they don’t wish to answer
- No language through which subjects are made to waive any legal rights, including any release of the university or its agents from liability or negligence

Risks, Benefits, Costs, and Gratuities
- A description of the reasonably foreseeable risks and discomforts, or a statement that the research does not involve risks beyond those encountered in everyday life, as appropriate
- A description of possible direct benefits to the subject, which may reasonably be expected from the research, or a statement that individual subjects may not directly benefit from participation though there may be benefits to general knowledge or to society
- An explanation of any costs to the subject for research-related procedures, hospital stays, use of equipment, lost compensation or insurance, or extraordinary transportation requirements
- An explanation of any gratuities for participation and, if appropriate, procedures to prorate amounts for subjects who withdraw before completing the research protocol
- As appropriate, an explanation as to whether any compensation or medical treatment is available if injury occurs, what it would consist of (if any), or where further information may be obtained

Confidentiality
- A statement describing the extent to which confidentiality of records identifying subjects will be maintained, including who will have access to and the methods for securing such records

Who to Contact
- The name(s), title(s), local toll-free telephone number(s), and e-mail addresses of the person(s) to contact for answers to questions about the research, including those for the responsible project investigator, if different
- An invitation to contact the IRB Office (217.333.2670; irb@uiuc.edu) for information about the rights of human subjects in UIUC-approved research. Persons may call collect if they identify themselves as research subjects.
- As appropriate, the name(s), title(s), and daytime and evening telephone number(s) of the person(s) to contact in the event of a research-related injury, adverse effect, or complaint

Near the Signature Line
- A statement that subjects will be given a copy of the consent form