

**Calvin College
Institutional Review Board
Sample Informed Consent Letters**

Sample A

By signing below, I agree to an interview that will cover my views on political and religious issues. The interview will cover the relationship between churches and politics in Grand Rapids, and what individuals and churches should be doing about political issues. I understand that the interview will take about two hours, and I will choose the most convenient time and location for the interview. I also understand that the meeting will be taped, but that no identification will be placed on the tapes or transcripts that would uniquely identify me – such as name or telephone number. I understand that my participation is voluntary and I can choose to skip any question I would prefer not to answer.

Signature: _____ Date: _____

If you have questions about this study, please contact Dr. John VandeCalvin by mail at the Center for Social Research, Calvin College, 3201 Burton SE, Grand Rapids, MI 49546, or by telephone at (616) 526-6000. To ensure that your rights as a research participant have been safeguarded, this study has been reviewed by the Calvin College Institutional Review Board. You may contact this Board at the following address and telephone number at any time during the study if you have questions or concerns about your participation.

IRB Chairperson
Office of the Provost
Calvin College
3201 Burton Street SE
Grand Rapids, MI 49546
irb@calvin.edu.

Sample B

Introduction to the Study:

We are inviting you to be in a research study of people taking part in the Transitional Living Program at Knollcrest House. As you already know, Knollcrest House is a 30 day shelter program to help women and children who have been victims of domestic violence. Dr. Anne Nonymous of Calvin College's Center for Social Research is conducting the study.

Purpose:

The purpose of this study is to see how well Knollcrest House is working to help people who have been in violent relationships. We hope to use what we learn from this study to help other Knollcrest House residents even more than the program already does.

What will happen during the study:

This is what will happen during the study (which will take place while you are at the program):

1. We will ask you to take part in 2 to 4 tasks that may include:
 - a. Keeping a diary (to be explained by the researcher)
 - b. Answering questions about your attitudes, goals, and behavior
 - c. Keeping a list of your daily activities
 - d. Filling out surveys about your attitudes, feelings, and goals
2. Sometimes the researchers will watch you while you take part in activities at Knollcrest House
3. We may ask you to be in more research several months after you have finished your stay at Knollcrest House
4. If we ask you to be in more research later, we will tell you exactly what you would have to do to be in that study, and you would have the chance to decide on your own if you want to be in the new study.
5. If you have any questions or concerns about being in this study, please call Dr. Anne Nonymous or her assistant, Noah Way, at (616) 526-6000.

Your Privacy is Important

We will make every effort to protect your privacy. We will not use your name in any of the information we get from this study or in any of the research reports. Any information we get in the study will be recorded with a code number that will let Dr. Nonymous know who you are. When the study is finished, the key that shows which code number goes with your name will be destroyed.

Since we will be making efforts to protect your privacy, we ask you to agree that we may use any information we get from this research study in any way we think is best for publication or education.

Risks or Discomforts:

There is a risk that asking you about your feelings, attitudes, future goals and behavior may cause you to feel upset.

Your Rights:

- You decide on your own whether you want to be in this study.
- You will not be punished or treated any differently if you decide not to be in the study.
- If you decide to be in this study, you will have the right to stop being in the study at any time.
- If you decide not to be in the study or to stop being in the study, this will not affect the Regular services you get from Knollcrest House or your stay in the Transitional Living Program.

Institutional Review Board Approval:

The Calvin College Institutional Review Board has approved this study. If you have any concerns about your rights in this study you may contact the Chair of the Institutional Review Board:

IRB Chairperson
Office of the Provost
Calvin College
3201 Burton Street SE
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Summary:

- I understand this is a research study to see how well the Transitional Living Program at Knollcrest House is working to help women who have been in violent relationships.
- I have had the chance to ask any questions I have about this study and they have been answered for me.
- I have read the information in this consent form, and I agree to be in the study.
- I understand I will get a copy of this consent form after I sign it.

_____ Date: _____
Signature of Participant

_____ Date: _____
Signature of Witness*

**Witness signature is required only when the capacity of the subject to understand the description of the project and its associated risks is in question or when otherwise required by the Calvin College Institutional Review Board.*

Sample C: Cover letter for a mailed anonymous questionnaire

My name is Dr. Marge Inovarra and I am a Professor of Social Work at Calvin College. I am conducting a multi-organizational study of employee turnover. Calvin College funds this research project. The objective of this project is to understand why people leave their jobs. Enclosed with this letter is a brief questionnaire that asks a variety of questions about your attitudes toward your job. I am asking you to look over the questionnaire and, if you choose to do so, complete the questionnaire and send it back to me.

Do not write your name on the questionnaire. I do not need to know who you are. The results of this project will be summarized and appropriate people at the Calvin College will be given a summary report. I guarantee that your responses will not be identified with you personally. Nothing you do or say will in any way influence your present or future employment. Also, this information will not affect your use of your present employer as a reference or any job references that you may list. I plan to compare the answers of people who have recently left their jobs to a group of people who have been at the same job for five years or more.

I hope you will take a few minutes to complete this questionnaire and to return it in the enclosed self-addressed and stamped envelope. Without the help of people like you, research on employees would not be conducted. Your participation is voluntary and there is no penalty if you do not participate. Regardless of whether you choose to participate, you can have a summary of our findings. To receive a summary, use the enclosed letter sized self-addressed and stamped envelope and the address form. To preserve your anonymity, you can send this request by separate mail. In this way, I have no way of knowing who sent back a questionnaire and who requested a summary of the results.

Understanding why people leave their jobs is very important. Through your participation, I eventually hope to understand how best to satisfy the needs of organizations and the needs of employees.

Dr. Marge Inovarra
Department of Sociology and Social Work
Calvin College
(616) 526-6000

You may contact either myself or the Calvin College Institutional Review Board which has reviewed this project at the following address and phone number at any time during this study if you have questions or concerns about your rights as a research subject.

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