**Instructions:**

**1)** The purpose of this template is to assist investigators and other research personnel in creating assent documents and to facilitate consistency and accuracy of assent forms language between human subject research protocols.

It is vital that the **assent is written** at the appropriate reading level. This template was written in a way that children reading this document can comprehend its content easily. We encourage you to use this template.

**2)** This template is intended to be a guide. **However, all investigators must follow this format, order, and language where provided in each assent documentation.**

**3)** *Required fill-ins and instructions are italicized*; **bold headings** and plain text indicate required language. **Please delete the instruction page along with all italicized or non-relevant text prior to submission. Please remember to proofread.**

**4)** For children (under 18), **assent** needs to be obtained as well as **parental permission** from the parent(s) or guardian(s).

**5)** Please note:

If you are using Video or Audio Recordings of subjects in your research, you must clearly state each of the following in your Assent Document:

1. Who will have access to the recordings?
2. Where the recordings will be stored?
3. What will happen to the recordings after the project has terminated?
4. How will the recordings be used in data analysis?

Additionally, you must make sure you inform the participant how personal identifiers will be removed, and whether de-identified information will be shared or used in future research.

If you are using photo, audio, or video recording, please make sure you attach the Research Media Records Release Form in Maestro.

If your document does not address all these items, the Institutional Review Board (IRB) will return the forms for revisions.

**7) This document should be attached under the file attachment section in Maestro in pdf format.**

**INFORMATION ABOUT A RESEARCH STUDY**

***Title of Study***

*[If applicable, designate sub-group after study title, e.g., "7–12 Year Olds"]*

My name is \_\_\_\_\_\_\_\_\_\_. I am a *[student/professor]* in the Department *[or* School*]* of \_\_\_\_\_\_\_\_\_\_ at New Mexico State University (NMSU). I am doing a research study [*or if student:*  I am working with my teacher, Professor\_\_\_\_\_\_\_\_\_\_*,* on a research study], and I want to ask if you will be part of it.

**What is a research study?**

A research study is when people like me collect a lot of information about a certain thing to find out more about it.

This letter tells you about my study so you can decide if you want to be in it. Before you decide, you can talk about it with your parents or anyone else you like. If you have any questions about the research, just ask me.

**Why are we doing this study?**

[*Explain study purpose in brief, simple terms. Note that it is different from school work.*]

I *[and the other researchers on my team]* am *[are]* doing this study to find out more about *[e.g.*, *how kids learn when they do math on a computer.]* This study is not part of your school work, and you won't get grades on it.

**Why are we talking to you about this study?**

[*Give brief explanation of why the child is being asked to participate in study.*]

We're asking a lot of children your age if they would like to help. We’re inviting you to take part because *[e.g., you go to a school where we’re doing the study]*.

**What will happen if you are in this study?**

[*List all study procedures/activities in chronological order, using bulleted format. Indicate location where procedures will take place and amount of time needed for each procedure. Also note* total *amount of time required for study participation. See examples below.*]

If you agree to be in the study and your parents say it’s okay, we will ask you to:

* Read and answer questions on a computer

*First,* you will sit at a computer *and read words and look at cartoons about math on the screen. You will make choices about the words or pictures by clicking on Yes or No.* This part will take about *\_\_\_ [minutes/hours]*.

*You can take a short break before the next part if you want to.*

* Play a computer game

*Then we’ll load a computer game for you to play. The game has some math problems to think about and answer.* This part will take about *\_\_\_ [minutes/hours]*.

* Have an interview

*We will choose a random sample (not everyone) of the students who agree to be in the study.* (A random sample is like pulling numbers out of a hat or flipping a coin to decide.) *We will ask these students to also participate in an interview with me or one of our researchers.*

*If you are chosen and want to be interviewed, one of the researchers will meet with you [after school]. This will be at a place that you and your parents decide is convenient (such as a private room at school or at your home). We will ask you questions about the way you study and learn, and audiotape (record what we're saying) if you give me permission.* The interview will take about *\_\_\_ [minutes/hours]*.

* Let us videotape you in a class

If you agree, we will videotape during your regular class once or twice a week for 3 weeks. We won't interrupt the class.

Total time: The *questionnaire and computer game* will take about \_\_\_ *[minutes*/*hours]* of your time. If you *have an interview,* the whole study will take about \_\_\_ *[minutes*/*hours]*. The videotaping will be done during your regular math class, so it won't take any extra time.

[Study place: *Note where study procedures will take place if not already specified above*.]

**If you don’t want to be in the study, what can you do instead?**

[*Include this section if research intervention occurs during regular school hours. In such cases, an alternate, supervised activity (taking the same amount of time and approximate effort) must be available for children who do not wish to participate in the study, or when parental permission is not given. The alternate activity should be worked out ahead of time by the classroom teacher. This should be conveyed in the form, e.g.:*]

If you don’t want to be in the study, your teacher will give you a different activity to work on. [*Insert brief description of alternate activity.]* It will take about the same amount of time as the research activity.

**Will good things happen from being in this study?**

*[Explain possible benefits of the study, both direct (individual) and indirect (general benefits to society or scientific knowledge), e.g.:]*

Being in this study won’t really change anything for you. But we hope that what we find out from this research will *help kids in the future to learn [e.g. math on a computer].*

**Are there things you might not like about being in the study?**

*[List possible risks and discomforts as appropriate. Use bulleted format. E.g.:]*

*You might get bored or tired and decide that you don’t want to finish the study activities*. If this happens, just tell us you want to stop.

**Who will know that you are in the study? *(optional for this age range)***

[*Confidentiality should be fully covered in the parent permission form, but depending on the age and maturity of the child, the concept may not be fully understood in assent. A brief discussion should be included if the researcher believes it will be meaningful to the subjects, e.g.:*]

You, your parents, and the researchers are the only ones who will know the details of your being in the study. If we write up a report or give talks about this research, we won't use any real names of people who were in it. We will just talk about what we learned from all the results put together. *But if you and your parents give permission for us to record you and play the audiotapes or show the videotapes later, there is a chance that someone could recognize you.* *There is another page that asks you about permission for using these tapes.* [See research media records release form].

**Will you get paid for being in the study?**

[*If no payment*:] No, you will not be paid for being in this study.

[*Or if payment*:] Your parents [*or, depending on the arrangements*, You] will receive [*e.g., amount of money, gift cards with their value*] as a thank-you for your time and effort to take part in this study.

**Do you have to be in the study?**

No, you don’t! Participation in this research is completely voluntary. Research is something you do only if you want to. Nothing bad will happen if you don't want to be in the study. You can stop at any time by telling an adult "I don't want to do this anymore". If you decide to stop, no one will be angry or upset with you. Just tell us. Whether you decide to participate or not, either way will have no effect on your grades at school.

**Do you have any questions?**

You can ask questions about this study at any time, now or later. You can talk to me, or your parents, or someone else if you like.

You can contact me, *[PI or student investigator's name]*, at ***Phone*** or ***email***

*Or you can contact [other research team member's name] at* ***Phone*** *or* ***email***

If you have any questions, suggestions or concerns about your rights as a participant in this research, contact the office of Research Integrity and Compliance at the New Mexico State University 575-646-7177 ovpr@nmsu.edu.

**ASSENT OF CHILD (\_\_\_\_\_ years old)**

If you decide to participate, and your parents agree, we will give you a copy of this form to keep. That way you can look at it later if you want to.

***If you would like to be in this research study, please sign your name on the line below.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Name/Signature (*printed or written by child*) \* Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Investigator/Person Obtaining Assent Date

\**If verbal assent only is being obtained:*

Investigator or Person Conducting Assent Discussion: Initial here if child cannot sign, to document that child received this information and gave assent verbally: \_\_\_\_\_\_