

All consent letters must be printed on departmental letterhead from your department OR clearly state your departmental affiliation within the first paragraph

SAMPLE ADULT CONSENT LETTER

January 6, 2009

You are invited to participate in a research project on young children's reading skills. This project will be conducted by Rhoda Red and Professor Yolanda Yellow from the Department of Educational Psychology at the University of Illinois at Urbana-Champaign.

In this project, Ms. Red will observe and take notes during children's reading groups in your classroom twice a week for six weeks during the semester. Each observation session will last for about 20 minutes. In addition, you will be asked to participate in two 30-minute interviews, which will be conducted by Professor Yellow during the semester. In these interviews, which will be audio-recorded with your permission, you will be asked to discuss your experiences about teaching reading to young children. The audiotapes and all other information obtained during this research project will be kept secure. The audiotapes will be kept in a locked file cabinet and will be accessible only to project personnel. The audiotapes will be transcribed and coded to remove individuals' names and will be erased after the project is completed.

We do not anticipate any risk to this study greater than normal life and we anticipate that the results will increase our understanding of effective teaching techniques to improve children's reading skills. The results of this study may be used for a dissertation, a scholarly report, and a journal article and conference presentation. In any publication or public presentation pseudonyms will be substituted for any identifying information.

Your participation in this project is completely voluntary, and you are free to withdraw at any time and for any reason without penalty. Your choice to participate or not will not impact your job or status at school. You are also free to refuse to answer any questions you do not wish to answer. You will receive a copy of the research results after this project is completed.

If you have any questions about this research project, please contact Ms. Red by telephone at 222-2222 or by e-mail at red@uiuc.edu or Professor Yellow at 333-3333 or yellow@uiuc.edu.

Sincerely,

Rhoda Red

I have read and understand the above information and voluntarily agree to participate in the research project described above. I have been given a copy of this consent form.

yes no I agree to have the interview audio-recorded for the purposes of transcription

Signature

Date

If you have any questions about your rights as a research participant please contact Anne Robertson, Bureau of Educational Research, 217-333-3023, or ber-irb@ed.uiuc.edu or the Institutional Review Board at 217-333-2670 or irb@uiuc.edu