Montclair State University

Guidance and Information from the Office of the

# INSTITUTIONAL REVIEW BOARD

montclair.edu/IRB

## WHAT CONSENT TEMPLATE DO I USE?

Consenting participants involves selecting the appropriate template for your study, such as prospective agreement forms, consent forms or assent forms. This document provides you with a quick review of each template:

---

**Prospective Agreement Form (PAF)** is a consolidated consent procedure that encapsulates recruitment and the consent process into one format that does not require signature. Use of the PAF is only allowable for certain categories of low risk studies.

PAFs are used when a study is determined to meet the following criteria:

**Benign Behavioral Interventions (BBI)**

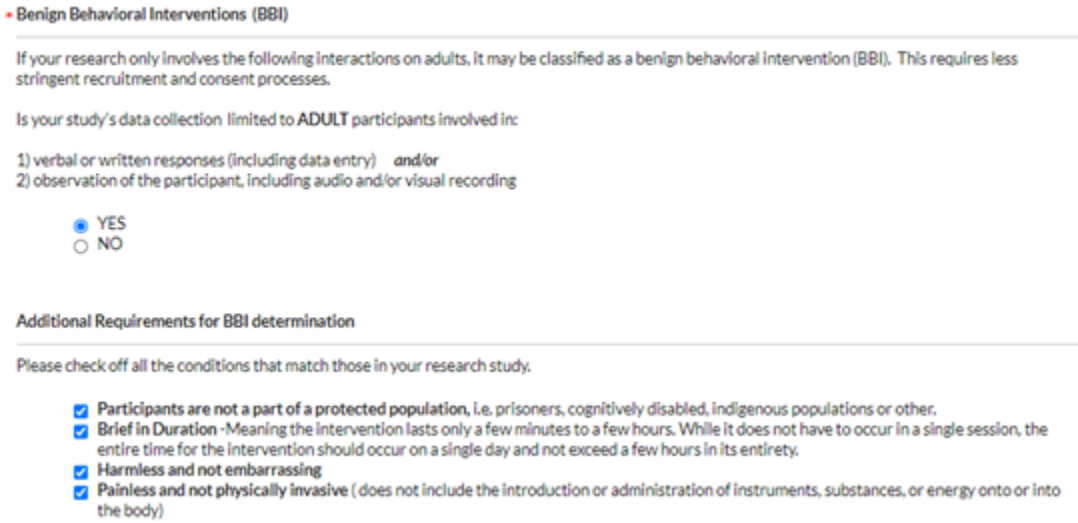
Is your study's data collection limited to **ADULT** participants involved in:

1) verbal or written responses (including data entry) ***and/or***

2) observation of the participant, including audio and/or visual recording

**Additional Study Requirements for BBI determination**

1. **Participants** are not a part of a protected population, i.e. prisoners, cognitively disabled, indigenous populations or other.
2. **Brief in Duration** -Meaning the intervention lasts only a few minutes to a few hours. While it does not have to occur in a single session, the entire time for the intervention should occur on a single day and not exceed a few hours in its entirety.
3. **Harmless and not embarrassing**
4. **Painless and not physically invasive** (does not include the introduction or administration of instruments, substances, or energy onto or into the body)


Benign Behavioral Interventions (BBI)

If your research only involves the following interactions on adults, it may be classified as a benign behavioral intervention (BBI). This requires less stringent recruitment and consent processes.

Is your study's data collection limited to ADULT participants involved in:

1) verbal or written responses (including data entry) and/or
2) observation of the participant, including audio and/or visual recording

YES
NO

Additional Requirements for BBI determination

Please check off all the conditions that match those in your research study.

- Participants are not a part of a protected population, i.e. prisoners, cognitively disabled, indigenous populations or other.
- Brief in Duration -Meaning the intervention lasts only a few minutes to a few hours. While it does not have to occur in a single session, the entire time for the intervention should occur on a single day and not exceed a few hours in its entirety.
- Harmless and not embarrassing
- Painless and not physically invasive ( does not include the introduction or administration of instruments, substances, or energy onto or into the body)

Please see the PAF template titles below and use the one most appropriate for your study.

Prospective Agreement Form – In Person Survey

Prospective Agreement Form – Focus Group

Prospective Agreement Form – Interview

Prospective Agreement Form – Online Survey

---

## Standard Consent/Assent Templates

If the study doesn't qualify for use of PAF, please choose the appropriate template type from below.

Online Template for Consent - If your participants will be adults taking part in online surveys, interviews or focus groups online (e.g. Zoom), please use the Online Template for Consent form.

Consent Form for Adults - If your participants will be adults taking part in in-person study (ie. Interviews, focus groups, surveys, etc.), please use the consent Form for Adults. Requires signature or e-signature.

Parent/Guardian Consent - When a participant is under the age of 18, please use a parent/guardian form in addition to an assent form. Requires signature or e-signature.

Assent Form - When a participant is under the age of 18, please use an assent template in addition to a parent/guardian consent form.

## Still unsure of what template to use?

Contact us at reviewboard@montclair.edu

***Last Updated: April 2021***