



## Asking for Consent in Person

### INTRODUCTION

When conducting evaluation research and you plan to present your results publicly at your professional organization for example, or publish them in a journal, you **must** secure formal consent from the subjects or clients in your evaluation study before they can participate in the evaluation. There are various ways to secure consent from participants in an evaluation study and Extension educators and faculty have used many, depending on the study. When children or seniors are involved for instance, you have added consideration.

Two examples of consent forms developed in Cooperative Extension in PA are demonstrated here in PA Example #22 and [PA EXAMPLE #21](#). In these examples, consent was obtained in person or via email, respectively.

Some background information about consent forms:

- The process of protecting human beings or animals in a study is handled by the Institutional Review Board (IRB) in the Office for Research Protections under the Vice President for Research for the university in Keller Building, University Park. The web site is <http://www.research.psu.edu/orp/areas/humans/>
- You will find that social science and bio medical science are grouped together. Take a look at three sections: policies and procedures to see the overall scope, the training module in which you read and take a 10 question test (which you can retake until you pass it) and finally, model forms for developing a consent form for your study.

Below is an example of a consent form for an extension program in which consent was requested in person.

### STUDY TEAM

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### TITLE OF PROJECT

Preventing Diabetes: You Have the Power

### PROCEDURE

Below is an example of consent form distributed at the registration of a program. The participants were requested to participate in a paper and pencil evaluation survey at the end of the extension program. Signatures were required from the subjects in the study to indicate consent to participate.



## CONSENT FORM (Used to obtain consent in person)

- 1. The Purpose:** The first objective is to explore the effectiveness of the educational workshop that is being offered. The second objective is to investigate the impact the workshop has had on knowledge and intentions of the participants in regard to diabetes prevention. The third objective is to find out who has been reached by this educational program.
- 2. Procedures to be followed:** Participation in this project will include completion of an end-of-workshop survey evaluation.
- 3. Discomforts and Risks:** There are no risks in participating in this survey. Your name does *not* appear on the survey.
- 4. Benefits:** You may have a better understanding of the goals of the workshop by completing this evaluation. The questions may help you reflect on how valuable an experience it has been to you as a participant. Additionally, the results of the evaluation will help extension educators to improve the workshop for future participants. Some results will also be used to report to stakeholders who are important for ensuring future funding.
- 5. Duration/Time:** The survey should take 2-3 minutes to complete.
- 6. Statement of Confidentiality:** There are no questions that ask for participant's identity on the evaluation. The results will be compiled in a summary form to protect confidentiality. If results of this research are published, no information that would identify participants is possible.
- 7. Right to Ask Questions:** You can ask questions about the survey evaluation and procedures. Call either investigator listed at the top of this form for answers to your questions. Or you can call the Office for Research Protections (814-865-1775) if you have questions about your rights as a research participant.
- 8. Compensation:** There is no compensation available for your participation.
- 9. Voluntary Participation:** You do not have to participate in this evaluation. You can end your participation at any time by telling the instructor. You do not have to answer any questions you do not want to answer.

**You must be 18 years of age or older to consent to participate in this evaluation. If you consent to participate in this evaluation and to the terms above, please sign your name and indicate the date below.**

**You will be given a copy of this consent form to keep for your records.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

**For further information about the evaluation, please contact Nancy Ellen Kiernan ([nekiernan@psu.edu](mailto:nekiernan@psu.edu)). This Web site is copyrighted by the Pennsylvania State University. The information may be used for educational purposes but not sold for profit.**