**Institutional Review Board**

**Consent Language for an Anonymous Survey**

All anonymous surveys, tests, and questionnaires must be accompanied by consent language explaining the purpose of the study and clarifying the rights and expectations of potential respondents. The following template can be adapted for a paper survey distributed through the mail or for an online survey where the respondent goes to a website to fill out the survey. For a printed survey, the consent language should be printed on letterhead paper (if appropriate) and be on a separate page from the survey itself. **For an online survey, this consent language should appear on the first page that opens when the respondent gets to the website, prior to the page(s) with the survey itself.** Note that a consent form is not required when data are collected anonymously; the consent language serves as the consent form.

< Insert date here >

Dear < insert an appropriate greeting (colleague, fellow student, mental health provider, etc.) >,

You are invited to participate in a research study about < insert the title of the research study >. This study is being conducted by < insert the researcher’s name > under the supervision of < insert name of the Faculty Advisor >, the < insert position of the Faculty Advisor here >.

You were selected as a possible participant in this study because < explanation >.

There are no known risks if you decide to participate in this research study. There are no costs to you for participating in the study. The information you provide will < briefly explain how the information will be used >. The survey will take about < insert realistic amount of time *>* to complete.

< Generally, there are no benefits to participating in a research study. Unless there are concrete and identifiable benefits to participating, either delete this paragraph or insert: > There are no benefits to you for participation in this study. < Note: monetary compensation is not a benefit. >

This survey is anonymous. Do not write your name on the survey. < If this is a web-based survey, indicate how you will provide anonymity (e.g., not collect IP addresses) Also indicate that absolute anonymity cannot be guaranteed over the Internet. *>* No one will be able to identify you or your answers, and no one will know whether or not you participated in the study. Should the data be published, no individual information will be disclosed.

Your participation in this study is voluntary. By completing and < doing whatever the respondent should do with the completed survey (e.g, mail, put in a box in a specific location, click “submit” on the website) >, you are voluntarily agreeing to participate. You are free to decline to answer any particular question you do not wish to answer for any reason.

If you have any questions about the study, please contact < Name, mailing address, phone number, and email address of the researcher (and faculty sponsor if researcher is a student) >.

If you would like to receive a summary of the results of the study, please < describe a procedure by which the respondent may anonymously collect results. Asking the respondent to provide an email address which is not linked to the responses to the survey is an acceptable procedure. >

The Institutional Review Board at Saint Mary’s University of Minnesota has reviewed and approved this project.

Thank you in advance for participating in this study.

Sincerely,

*<* List the researcher’s name and title

The faculty advisor may also be listed >