INSTRUCTIONS FOR USE OF CPHS TEMPLATE/SAMPLE CONSENT FORMS

1) Remove template/sample title. Be sure to leave room in top right corner of first page for CPHS approval stamp (1½” x 1”).

2) Include page numbering (“Page x of xx”) in footer. (Also include CPHS # if known.)

3) Replace or add appropriate information for your department/school to the "generic" UC Berkeley letterhead included in template.

4) ADAPT the template/sample so that consent information is simple, clear, and appropriate for your subject population.

5) Statements in brackets and/or italics are instructions or examples; do not include in the actual consent form.

6) Use suggested wording (in regular font, not italics) as is if appropriate, or revise if needed.

IMPORTANT NOTE: Some of the templates are long in order to apply to all types of studies, including those with numerous and/or complex procedures. Many studies will be much more straightforward, and the consent language should reflect this by being as simple and brief as possible. In most cases, forms should be written at an 8th grade reading level.