

## INSTRUCTIONS FOR USE OF CPHS TEMPLATE ASSENT AND PERMISSION FORMS

- 1) Remove template title. Be sure to leave room in *top right corner of first page* for CPHS approval stamp (1½" x 1").
- 2) Page numbering ("Page x of xx") must be included as footer or elsewhere.
- 3) Replace or add appropriate information for your department/school to the "generic" UC Berkeley letterhead included in template.
- 4) ADAPT the template so that 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 assent or permission 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/complex procedures. Many studies will be much more straightforward, and the assent language should reflect this by being as simple and brief as possible.

In light of the above, we also include a **sample** assent form which shows how the templates might be adapted to produce a clear, one-page assent with all necessary elements.