

Oglala Lakota College



Graduate Studies Department

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INFORMATION/FACTS SHEET FOR EXEMPT NON-MEDICAL RESEARCH

- **This model is flexible based on the type of research.**
- **Use language and simple sentences understandable to the average 8th grader. If subjects don't understand the study or procedures, they may not agree to participate.**
- **Instructions are provided below in bold, with example wording.**
- **Delete the instructions and, where applicable, the examples. Revise the document to be consistent with your study/procedures.**

(INSERT TITLE OF THE STUDY)

You are invited to participate in a research study. Research studies include only people who voluntarily choose to take part. This document explains information about this study. You should ask questions about anything that is unclear to you.

PURPOSE OF THE STUDY

(Provide an overall summary with one paragraph describing what the study is, if there is any benefit from knowledge gained, and why it is being conducted)

PARTICIPANT INVOLVEMENT

(Describe what participants will be asked to do and provide enough detail for the participant to understand. Indicate the study procedures; how long each procedure will take along with their total length of participation. If audio/video-recording will be used, indicate whether participants can decline to be recorded and continue with their participation)

EXAMPLES:

Example: If you agree to take part in this study, you will be asked to complete an online survey which is anticipated to take about 5 minutes. You do not have to answer any questions you don't want to, click "next" or "N/A" in the survey to move to the next question.

Example: If you agree to take part in this study, you will be asked to participate in a 30 minute audio-taped interview. You do not have to answer any questions you don't want to; if you don't want to be taped, handwritten notes will be taken.

Example: If you agree to take part in this study, you will be asked to participate in a 5 minute survey and a 30 minute audio-taped interview. You do not have to answer any questions you don't want to; if you don't want to be taped, you cannot participate in this study.

CONFIDENTIALITY

(Explain how information will or will not be kept confidential. [If taping will take place, describe the participant's right to review/edit the audio/video-recordings or transcripts, who will have access (including transcribers). Describe how personal identities will be shielded/disguised and, if/when the audio/video-recordings will be erased (approximately). If the audio/video-recordings will be maintained indefinitely, state how confidentiality will be maintained. If information will be released to any other party for any reason, state the person/agency to which the information will be furnished, the nature of the information, and the purpose of the disclosure.)

(Indicate how long the data will be kept. The data may be kept indefinitely; subjects should be informed of the maximum length of data storage.)

EXAMPLES:

Example: There will be no identifiable information obtained in connection with this study. Your name, address or other identifiable information will not be collected.

Example: Any identifiable information obtained in connection with this study will remain confidential. Your responses will be coded with a false name (pseudonym) and maintained separately. The audio-tapes will be destroyed once they have been transcribed.

Example: The data will be stored on a password protected computer in the researcher's office for three years after the study has been completed and then destroyed.

Required language:

The members of the research team and members of the Oglala Lakota Institutional Review board (OLCIRB) may access the data. The OLCIRB reviews and monitors research studies to protect the rights and welfare of research subjects.

When the results of the research are published or discussed in conferences, no identifiable information will be used. **(Remove this statement if the data are anonymous)**

INVESTIGATOR CONTACT INFORMATION

(Provide contact information for investigators)

EXAMPLES:

Example: Principal Investigator Tommy Trojan via email at ttrojan@usc.edu or phone at (213) 555-1212 or Faculty Advisor Jane Traveler at traveler@usc.edu or (213) 555-1234

IRB CONTACT INFORMATION

Oglala Lakota College Institutional Review Board, PO Box 490, Kyle, SD 57752 or email aalasfour@olc.edu.