## Information Sheet

## Instructions for Investigators

## University of Southern California

## When do I use this template?

You will use this template if all are true:

1. You are doing human subjects research.
2. Your participants are age 18 or older.
3. Your study has been determined to be exempt.

## How do I use this template?

1. Type information about your study into the areas that are [bracketed and highlighted in blue]. Please do not change any other language or formatting in the template.
2. Delete the blue highlights.
3. Please do not refer to non-medical doctors as “Dr.” on this information sheet. Please use the name of the individual and their degree; for example, “Tommy Trojan, PhD”.

## Where do I upload this template?

This template is designed for use with Exempt studies and should be uploaded to iStar 40.1, along with recruitment or other supporting documents. Do not upload to iStar 5.3 – that is for studies with outside sponsors.

## University of Southern California Information Sheet

My name is [name], and I am a [student, faculty member, or staff member] at the University of Southern California. [Include the next line if you have a relationship with the research site and/or your potential participants, otherwise delete] I also hold a role as [name your job title and employer].

I am conducting a research study [on/to] [describe the purpose of your study in non-expert terms in 1 sentence]. The name of this research study is “[Title of Your Study]." I am seeking your participation in this study.

Your participation is completely voluntary, and I will address your questions or concerns at any point before or during the study.

You may be eligible to participate in this study if you meet the following criteria:

1. List all criteria that participants are **required** to meet in order to participate in your study. Write your criteria in order from most broad to most specific. These criteria should align, with the information in iStar, the protocol, and your recruitment materials. The criteria should be 100% clear: **The participant should be able to read this information sheet and know if they are eligible for your study.]**
2. You are over 18 years old.

If you decide to participate in this study, you will be asked to do the following activities:

1. [List each research activity in the order they will occur. You will name the activity (survey, interview, focus group, etc.), the onsite location or virtual platform for any real-time activities, and the time each activity will take. Your activities should align with the activities in iStar, the protocol template, and recruitment materials.]
2. [For example: "Complete an online survey for 20 minutes"]
3. [For example: "Participate in a 1:1 online interview over Zoom for 45-60 minutes"]
4. [For example: “Review your interview transcript via email for 10-15 minutes”]

[If applicable, otherwise delete this section.] After you complete [name the research activities that must be completed], you will receive [name type and amount of compensation] [describe how they will receive the compensation (via email, etc.)].

[If applicable, otherwise delete this section.] I cannot promise confidentiality in a focus group. I do not know what other participants will say about the study or your responses.

I will publish the results in [my thesis, a presentation, and/or publication]. Participants will not be identified in the results. I will take reasonable measures to protect the security of all your personal information. All data will be de-identified prior to any publication or presentations. I may share your data, de-identified with other researchers in the future.

If you have any questions about this study, please contact me: [your USC email address and/or phone number]. If you have any questions about your rights as a research participant, please contact the University of Southern California Institutional Review Board at(323) 442-0114 or email hrpp@usc.edu.