

Adult interview consent

For colleague, parent/caregiver, educator, or other adult interviews; separate the interview decision from optional audio recording.

Original teaching templates, not official Sacramento State forms or approved protocols. Replace every bracketed prompt, remove drafting notes, use current university forms where required, and obtain the applicable institutional determination before recruitment or research. These are not ready-to-sign documents.

Drafting notes remove before submission

Adapt to the participant's role and the current official consent template. This form is for an individual adult interview, not a focus group or child interview. Do not treat parents' consent to describe their own experiences as blanket permission to study identifiable information about their children. For colleagues, describe authority relationships and independent recruitment.

The recording option below assumes the approved design allows a note-only interview. If recording is essential instead, explain that requirement and the consequence of declining; do not promise an unavailable alternative. Resolve signed/verbal documentation with the IRB. Add applicable additional consent or injury/treatment elements when required.

The main things to know

Study: [title/version]. I am [name], a Sacramento State graduate student working with [advisor]. This research explores [purpose]. We invite you because [adult eligibility/role]. About [number] adults may join. An interview about [topics] takes [time] at [private, appropriate location/platform].

Joining is voluntary. You may skip questions, pause, or stop without affecting [actual employment, services, grades, or relationships]. Possible risks are [discomfort, workplace/reputational consequences, and disclosure risks specific to this study]. [State realistic benefits or that no direct benefit is expected.]

The interview and optional recording

[Describe who interviews, who else is present, question topics, any follow-up contact, and any experimental procedure.] Please avoid naming [children, colleagues, clients, schools, or others not needed for the research]. [Explain an appropriate alternative or normal services available without joining.]

With your separate permission, we will record audio to [purpose]. If you decline audio, we will [approved note-only procedure]. [Describe recorder/platform, who hears the file, transcription method, any outside service and authorization if proposed, secure transfer, and approved deletion event.] No [video or other unapproved capture] will be made.

Costs: [none or actual costs]. Compensation: [none or exact terms, including withdrawal]. [Describe the procedure for distress or concern.]

Confidentiality and withdrawal

The interviewer will know who you are, so the interview is not anonymous. We use [codes/pseudonyms] in notes and keep [contacts, signed consent, and code key] separately from research responses. Only [authorized roles] may access [specific files]. [Explain any later-access restrictions for a teacher, supervisor, or service-provider researcher.]

Records are kept in [confirmed university-authorized restricted location]. [Describe quotation review, removal of identifying anecdotes, and limits on recognition in small groups.] Confidentiality has these limits: [actual reporting/safeguarding or other limits].

You may stop the interview at any time. To request removal of earlier information, contact [person/method] by [deadline/event]. After [loss of linkage/publication or other actual event], [explain limits]. Records and recordings are retained for [approved periods and triggers], then [destruction methods]. [State the approved future-research use/sharing decision even after identifiers are removed.]

Questions and separate choices

Study questions or research-related concerns: [researcher contact]. Faculty advisor: [contact]. Participant-rights questions: [current Sac State contact from official form]. [Add applicable research-related injury contact and approved wording.] You may ask questions now or later and will receive a copy.

Interview: ☐ I agree. ☐ I do not agree. Audio recording: ☐ I permit audio recording. ☐ I do not permit audio recording; [approved alternative].

I have read or heard the information and had the opportunity to ask questions. Name/signature and date if required: [blank]. Person obtaining consent and date: [blank]. [Replace with the actual IRB-approved documentation process if it differs.]

Official guidance to check before use

[Sacramento State Human Subjects Research](#)

Official starting point for submission guidance and current institutional templates.

[Sacramento State Research Protocol Guidance - sign-in required](#)

Current consent forms and protocol guidance. Authenticated contents were not verified in this review.

[45 CFR 46.116 - Informed consent](#)

Federal consent elements and institutional waiver authority.

[45 CFR 46.117 - Consent documentation](#)

Consent and signed documentation are separate decisions; the IRB determines any documentation waiver.