

The format of this example opt-out information sheet is appropriate for most studies, but you should adapt it so that it is appropriate for your research and delete any language that does not apply.

Sample Parental Notification Form Regarding Participation in a Research Study

Principal Investigator: Jack Sprat

Faculty Advisor: Tempeh Kohlrabi

Study Title: Assessing K-12 Healthy Eating Curriculums in Apple Valley Public Schools

Dear Parents and Guardians,

I am a Ph.D. candidate at Cornell University. I am conducting a research study of elementary school children to assess their knowledge of and feelings about healthy eating. Honeycrisp Elementary School is familiar with and has given me permission to conduct this research at the school, and is facilitating this communication to you to tell you about the study and give you an opportunity to decide that you do not want your child to participate, if that is your preference.

If you allow your child to participate, we will ask them to complete two short surveys-- one in October and one in May. Both surveys contain identical questions about your child's eating habits, and ask their gender and grade. Each survey will take no more than 10 minutes, and students will not miss any instruction time in order to participate. If a child indicates at any time that they do not want to participate, they will be thanked and will return to their classwork.

There are no known risks to your child from participating in this study. Their grades and class standing will not be affected in any way if they do, or do not, participate. Your child will not directly benefit from this research, however their participation may benefit others by informing development of future instructional materials and processes designed to instill healthy eating habits at a young age.

This research is anonymous. No names or other identifying information will be collected. If a report of this study is published or presented at a professional conference, only group results will be communicated and not individual responses.

The research team is happy to answer any questions you have about the study. Please contact Jack Sprat at 123abc@cornell.edu, or 123-456-7890. If you wish to share a concern or complaint, please contact the Cornell Institutional Review Board for Human Participants (IRB) at irbhp@cornell.edu, or 607-255-5138. You can also report anonymously through Ethicspoint at www.hotline.cornell.edu, or by calling 1-866-293-3077. Ethicspoint is an independent organization that serves as a liaison between the University and the person bringing the complaint so that anonymity can be ensured.

If you do want your child to participate, no further action is necessary. If you do not wish your child to participate, please fill out and sign the form below and return it to your child's homeroom teacher or to Principal Buttersworth. Alternatively, you can send an email to the researchers with the subject line "Opt Out", and include your name and your child's name in the message. Please return the form on the next page or reply via email by September 30. Thank you!

Sample Parental Notification Form Regarding Participation in a Research Study

If you wish to allow your child to participate, please do not return this form – no action is necessary.

If you do not allow your child to take part in the study, do one of the following by September 30:
(1) sign and return this form to your child’s homeroom teacher or Principal Buttersworth (2) email 123abc@cornell.edu with the subject line “Opt Out”, and include your name and your child’s name in the message.

Principal Investigator: Jack Sprat
Faculty Advisor: Tempeh Kohlrabi
Study Title: Assessing K-12 Healthy Eating Curriculums in Apple Valley Public Schools

Notification of Refusal:

I DO NOT give permission for my child to participate in the study described above.

Print Child’s Name

Parent/Guardian’s Signature

Print Parent/Guardian’s Name

Date