SAMPLE TEMPLATE PARENTAL CONSENT LETTER

Dear Parent:

I am a professor [or a graduate student under the direction of Professor _____________] in the Department/Division/College of ______________ at the University of Tennessee at Chattanooga. I am conducting a research study to [explain purpose of study].

Your child's participation will involve [Explain procedures and include the expected duration of the child’s participation]. Your participation, as well as that of your child, in this study is voluntary. If you or your child choose not to participate or to withdraw from the study at any time, there will be no penalty as [it will not affect your child's grade, treatment, or care, whichever applies]. Should you elect to discontinue participation, any information already collected will be discarded. The results of the research study may be published, but your child's name will not be used. This research has been approved the University Institutional Review Board.

Although there may be no direct benefit to your child, the possible benefit of your child's participation is [discuss].

If you have any questions concerning this research study or your child's participation in the study, please call me [or Dr. ____________] at [phone number] or email me at [address].

Sincerely,

[researcher's name]
[Address if not using letterhead]

I give consent for my child _____________________ to participate in the above study.

Parent's Name (print): ________________________________

Parent's Signature _________________________________ (Date) ________________

If you have any questions about your rights as a subject/participant in this research, or if you feel you or your child have been placed at risk, you can contact Dr. Amy Doolittle, the Chair of the Human Subjects Committee, Institutional Review Board at 423-425-5563. Additional contact information is available at www.utc.edu/irb.