**Dear PI,**

**The following page shows a sample informed consent form that may be used for studies involving A/V recordings. The form may be used in conjunction with other consent forms in your study.**

**The example below represents the broadest consent that HSC typically approves for studies. It allows a wide range of recordings to take place and assumes that these are transcribed and possibly published. We recognize that no two studies are alike, so you may want to change phrases, strike items, or modify sections.**

**Be sure to formulate your changes on a language level that participants are likely to understand, bearing in mind that the average reading level in the US is equivalent to that of a 7th/8th grader[[1]](#footnote-1). Free online tools[[2]](#footnote-2) may help you adjust the language. These tools are also available from the HSC website:**[**https://www.oswego.edu/orsp/human-subjects-committee/**](https://www.oswego.edu/orsp/human-subjects-committee/)

**The example below places maximum emphasis on informing participants what information about them will be recorded (e.g., face, voice) and how the data will be treated (e.g., transcribed, automatically analyzed). Your study should aim to retain raw recordings for the shortest possible time and should retain other participant data (e.g., transcripts, responses, informed consent forms) for at least one year after completion of the study or for the duration specified in SUNY Oswego’s data retention policy (whichever is longer).**

**Be sure your participants have a way to contact you if they have concerns after participation and would like to withdraw their consent to be recorded.**

**If you have questions, seek clarifications, or if you believe that your study may not be compatible with the examples outlined below, please do not hesitate to contact the Human Subjects Committee at** **hsc-admin@oswego.edu** **so we can discuss your study’s needs.**

Date:

Principle investigator(s) (PIs):

Study title:

**Informed Consent – Audio/Video Recordings**

Dear participant,

In this study, we, the principle investigators named above, will take audio and/or video recordings of you. You will be recorded when we interact with you and when you interact with other participants. We will also record the answers you give, how you give the answers, and how you behave. The recording will include your voice, face, and body.

Afterwards, we will transcribe the recordings, which means that we write down what you said and what you did. We will delete the recordings once we are done. We may publish the transcripts in whole or in part for use in presentations or written products. Before this happens, we will redact (“black out” or “distort”) your voice and face so no one can recognize you. But someone who knows you may still recognize you by chance.

The recording and the transcript will not mention your name nor reveal your personal information. Except us, no one else will have access to the recordings and transcripts. We will not share the recordings with anyone without asking you first.

This study was approved by the Human Subjects Committee of SUNY Oswego. If you have concerns, you may contact the Chair the committee at hsc-admin@oswego.edu. If you have any questions, or if at any point you change your mind about allowing us to record you, please contact PRINCIPLE INVESTIGATOR at firstname.lastname@oswego.edu.

By signing this form, you allow us to make audio and/or video recordings as part of this research. You understand that this consent for recording is effective until the following date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We will delete the recordings on or before that date.

Participant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. <https://nces.ed.gov/fastfacts/display.asp?id=69> and <https://centerforplainlanguage.org/what-is-readability/> [↑](#footnote-ref-1)
2. <https://readabilityformulas.com/free-readability-formula-tests.php> [↑](#footnote-ref-2)