Pennsylvania Department of Education Institutional Review Board (PDE IRB) Application for PDE IRB Review

Attachment F: Recruitment, Consent/Assent, and Authorization Documents

INSTRUCTIONS

What to submit:
- Attach drafts of all consent/assent documents in the format that they would be used in the proposed research.
- Attach copies of all proposed contact letters, scripts, and posters or advertisements that will be used for study recruitment.
- If you will direct participants to a website, provide the web address and screen prints of all draft materials.
- Attach all authorization form(s) for release of medical and other identifiable records.

Reading level:
- All recruitment and consent materials should be written in clear, short, declarative sentences.
- Use lay language that your specific study population can readily understand.
- Documents intended for adults should be written at *no higher* than an 8th grade reading level.
- Documents intended for children should be written at a level appropriate for the lowest age or developmental level of potential subjects.

- Avoid technical terms; define such terms if their use cannot be avoided.

Formatting:
- Use 12-point font, a larger font size should be used for visually-impaired subject populations
- Use one-inch margins.
- Use the Flesch-Kincaid test in Word (or other comparable measure) to assess the readability of each document.
- Put the document title in a document footer that appears on each page.
- List the documents and readability scores in this Attachment.
- Attach each document in the order listed in this Attachment.

A link to consent and authorization form samples that include all the required elements of consent and authorization are available on our website. Please use these samples for preparing consent and authorization forms.

NOTE: Translated documents should be submitted *after* English versions have been approved by the Review Board.

List all recruitment, consent/assent, and authorization documents proposed for this research and indicate the readability level of each. Attach each document to this Appendix. Names of electronic documents should match the document titles listed in below. Submit documents in the order listed.

Document Title	Flesch-Kincaid Reading Level
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