



Template – Disclosure for Exempt Studies	Document No.:	HSC-2022-001
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Template - Disclosure for Exempt Surveys/Interviews

Background: Some surveys and interviews qualify as Exempt category studies, not requiring a full Informed Consent per the Common Rule regulations (45 CFR 46). However, the Human Subjects Committee at Berkeley Lab has determined that there are still institutional expectations for the disclosure of important information at the beginning of these surveys/interviews in order to allow a potential participant to make an informed decision of whether to participate. In the following example, items that are *italicized* are for reference for the investigator and intended to be replaced with the relevant information for your study. Re-wording any content is absolutely acceptable, but please remember that the subject matter in **Red** is considered a requirement per HSC Exempt Policy, as listed below.

1. The study is being conducted as a part of **Research**.
2. Participation is **Voluntary**.
3. Disclosure of funding source and institutions taking part in the research.
4. Contact information for someone directly responsible for the research, as well as for the HSC for any questions regarding the rights of participants.
5. Procedures to protect participant privacy and confidentiality
6. Risks & Benefits to participation

LONG VERSION (Preferred for studies that are more complex or if indicated by the HSC)

Title of Study

This survey/interview is being conducted for the purpose of **research** funded by (*Funding Source*). (*Primary/Hosting Institution*) is working with (*Collaborators*) to find out (*Purpose*) through this survey/interview.

How long will the survey/interview take? The survey/interview will take approximately # minutes to complete.

Who is eligible to complete the survey/interview? To take part in the study, you must be at least # years old, and (*inclusion criteria*).

How does the study work? (*Include general text of what will be expected of participants*).

How do we protect your privacy and confidentiality? The answers you provide will be kept strictly confidential and anonymized. Participants' names, other identifiers, and any private or sensitive information shared in the survey will be immediately removed before any analysis is performed. This process will help protect your private or sensitive information. All data will be kept on a password-protected server and only accessible by the study team. (*Change as applicable to your study methods; including data destruction, data sharing, etc.*)

What are the risks of participating in this study? There is always a small chance that the data could be compromised and individuals who have participated may be re-identified. However, the study team is taking every precaution to prevent this through anonymization, password-protection, and limiting access to only trusted study team members who have completed training in the proper conduct of research. (*Change as applicable to your study*)

What are the benefits of this study? This study will help researchers to understand (*study specific*). For most, there is no direct benefit to participation, however the potential benefits to society include (*study specific benefits*). (*Change as applicable to your study*)

Will there be compensation for participating in this study? All participants who complete the survey in its entirety will be compensated \$#. Compensation will be distributed by (*study-specific method*). [*Notes to the investigator: Any specifics that would result in non-payment must be included. For instance, if you believe that responses are not legitimate because of inconsistent answers you would still have to compensate them unless you state that as a prerequisite here. Alternatively, you can remove this section completely if there is no compensation and you do not want to draw attention to that*]

YOUR PARTICIPATION IN THIS RESEARCH IS VOLUNTARY. You have the right to not take part in this study or to stop taking part at any time. If you choose to withdraw from this study, you may do so at any time and ask for your records to be destroyed. Once the *survey* is closed and data is de-identified, we cannot remove your records from the dataset as the data cannot identify a specific individual.

Contact Information

This study has been approved by Berkeley Lab's Institutional Review Board. If you have questions about your legal rights as a participant in the survey, please contact the Berkeley Lab Human Subjects Committee at harc@lbl.gov or (510) 486 - 5399.

If you have study specific concerns, please contact:

Study PI? – Email and Phone

Study Coordinator? – Email and Phone.

By completing this survey/interview, you are consenting to participate in this study.

[Great place to add a radio button or checkbox to show consent before moving to next page]



SHORTENED VERSION

Thank you for your interest in participating in our survey conducting **research** on _____.

This research is a collaboration between Lawrence Berkeley National Lab and (*Collaborators*), and is funded by (*Funding Source*). Your participation is **Voluntary**, and there will be no impact to your relationship with [CBO/Energy Company/etc.] if you decide not to participate. You can also stop participating at any time, or skip any questions that you are not comfortable answering. This survey is expected to take 20 minutes to complete.

There are no **risks** associated with participation other than the potential loss of privacy [*revise as needed*]. Your responses will be stored on private, password-protected servers and not be shared outside of the study team unless completely anonymous and aggregated to avoid re-identification [*methods to protect privacy and confidentiality*]. While there are no direct **benefits** to participation, results of this study will potentially benefit society by (*study specific details*). [*Add incentive information, if applicable. Any specifics that are required for payment or would result in non-payment must be included. For instance, if you believe that responses are not legitimate because of inconsistent answers you would still have to compensate them unless you state that as a pre-requisite here.*]

If you have questions or concerns or would like more information about the study, please **contact** (*Study PI/Coordinator*) at email@lbl.gov or 510-486-XXXX. This study has been approved by LBNL's Institutional Review Board, and any questions or concerns about your rights as a participant can be answered by the Human Subjects Committee at HARC@lbl.gov or (510) 486-5399.

By completing this survey/interview, you are consenting to participate in this study.
[*Great place to add a radio button or checkbox to show consent before moving to next page*]