

Virginia DSS IRB: Exempt Research Disclosure Guidelines

Exempt human subjects research must disclose items in Table 1 during the consent process to prospective volunteers (research participants), ensuring they have sufficient opportunity to consider participation and minimizing coercion or undue influence.

Write disclosure statements at an 8th grade reading level or lower for lay understanding.

If recruiting VDSS or LDSS clients, include the following statement in the consent language:

"It is your decision whether or not to participate in the study. Your social services and benefits will not change based on what you decide about the study. You can walk away from the study at any time. There is no penalty."

Table 1. Information to be disclosed to prospective participants in Exempt research

Item	Research involves interaction with subjects	Surveys and other self-administered procedures
1. A statement that the study involves research		
2. A statement that participation is voluntary		
3. A statement about the right to refuse to answer questions and/or withdraw from the study		
4. Explanation of the purpose of the research		
5. Explanation of the procedures to be performed		
6. PI's contact information for questions about the research		
7. Confidentiality explanation		
8. Privacy explanation		
9. Payment method and amount (if applicable); may be prorated if the subject withdraws from the study		
10. Anticipated risks -- Information that might reasonably lead subject(s) to refuse to take part		