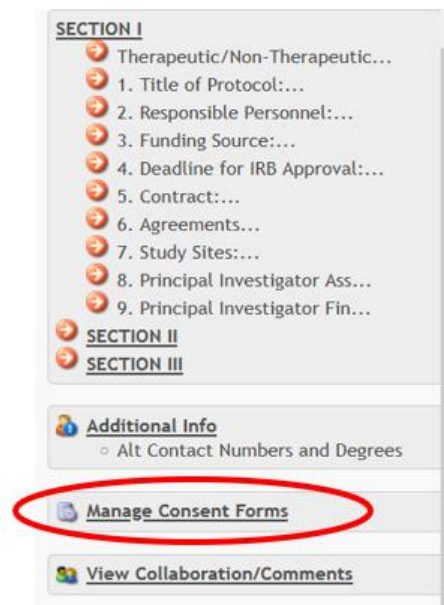# Creating a Consent Form

This document is designed to explain the process of creating a consent form in RSS.

> You must have an application BEFORE you create a consent form.
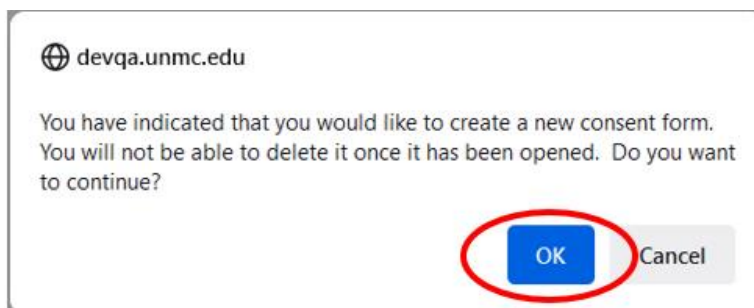
1) Open the application you wish to create a consent form for.

2) Once you're in the application, you will see a button labeled "**MANAGE CONSENT FORMS**" on the left side. Click this.

3) A new tab/window will pop up labeled "**Consent Forms**". **Select the type of consent form** you wish to create. Below is a list of the different types. Click the top one if you wish to create a basic consent form.

<table>
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RSS ⭐ IRB   IBC   UNI

Consent Forms
_____

PRISM Readability Toolkit

ADD CONSENT
- CONSENT FORM
- CONSENT FORM - SPANISH
- COVER LETTER
- EMERGENCY TREATMENT CONSENT FORM
- HUD CONSENT FORM
- INFORMATION SHEET
- NARRATIVE CONSENT

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Consent Form: select this for the main consent form template. This is going to be the most common consent form template.

Consent Form- Spanish: select this for a consent form translated in Spanish. This will only translate the HEADERS. You would still need to create a main consent form in English and submit it to translational services. You can then take the translated version and copy and paste it into to the Spanish template.

Cover Letter: This a textbox with no headings. This may be used for exempt studies or something needing a simple consent, like a survey.

Emergency Treatment Consent Form: you will not use this as this is not a research consent form.

HUD Consent Form: used in conjunction with a HUD (humanitarian use device) protocol application.

Information Sheet: would be created for subjects that need to provide assent (I.e. children or decisionally-impaired adults).

Narrative Consent: similar to a cover letter, this is simply a textbox and may be used for some sort of simple study (ex. Survey).

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</table>

4) Once you select the type of consent form you wish to create, the following pop-up message will appear:

⊕ devqa.unmc.edu

You have indicated that you would like to create a new consent form. You will not be able to delete it once it has been opened. Do you want to continue?

OK   Cancel

Click "**OK**" to continue creating your consent form.

5) **A consent form CANNOT BE DELETED once it is created.**