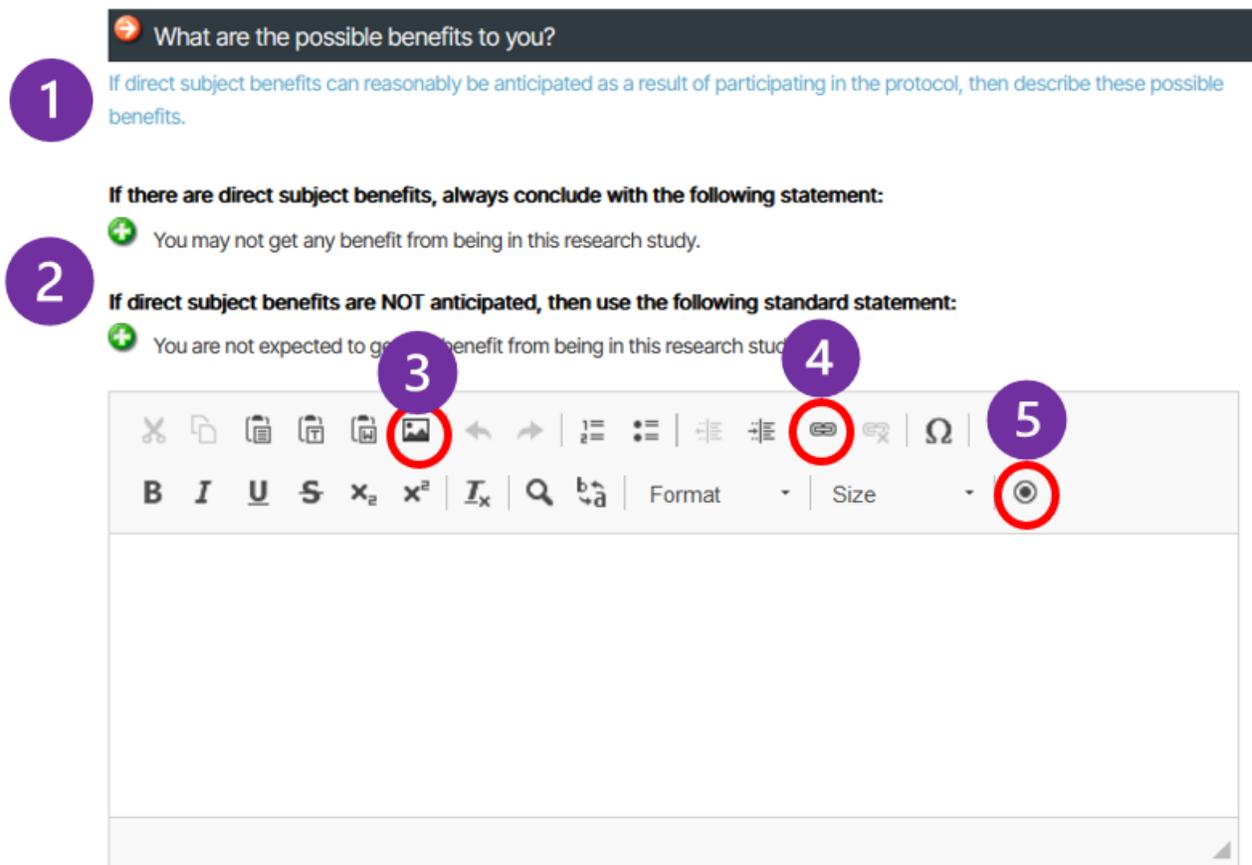


Last Updated 2/9/2024

Functions within a Consent Form

This document is designed to explain available functions and icons in editor while developing a consent form developed in RSS. *Effective as of 02/09/2024.*

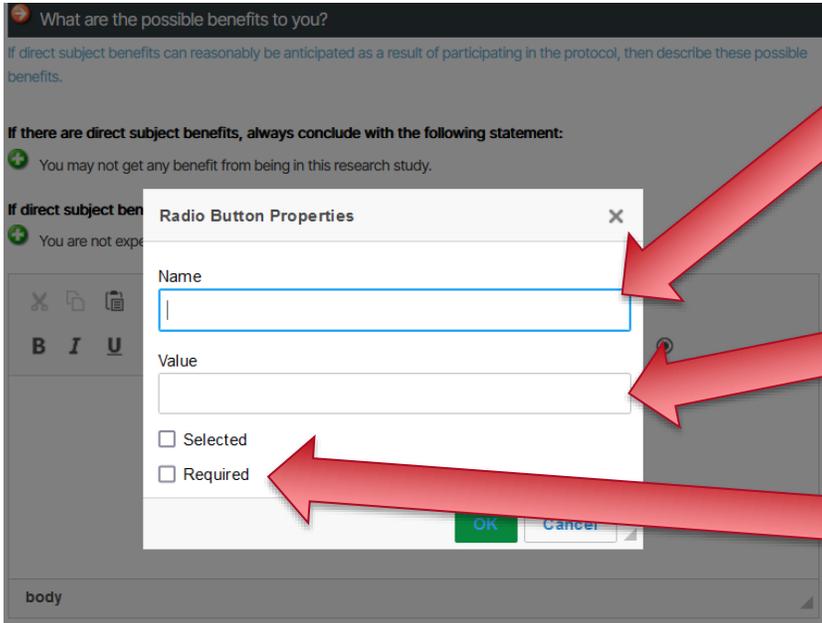
The following are a few of the functions and features designed to assist you while you create and edit your informed consent form(s) (ICF).



The screenshot shows a text editor interface for a consent form. At the top, a dark grey header contains the question "What are the possible benefits to you?". Below this, a blue note (1) provides guidance on describing benefits. A green plus icon (2) is used to add pre-populated statements. A red circle (3) highlights the picture icon in the toolbar. A red circle (4) highlights the link icon in the toolbar. A red circle (5) highlights the target icon in the toolbar. The toolbar also includes icons for copy, paste, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, search, and font size.

- 1) **Blue notes** appear at the top of certain questions that help guide what would be appropriate and accurate to put for that question.
- 2) Some questions have pre-populated **green plus** statements. Click the “plus” to add the necessary statements, as applicable. Some of the questions require you to add multiple green plus statements and some have you pick between multiple options.
- 3) Use the **picture icon** to insert an image into the consent form, either from your device or from a URL.
- 4) Use the **link icon** to insert a URL link.

5) Use the **radio button** to create selectable options. Continue below to see how radio buttons work.



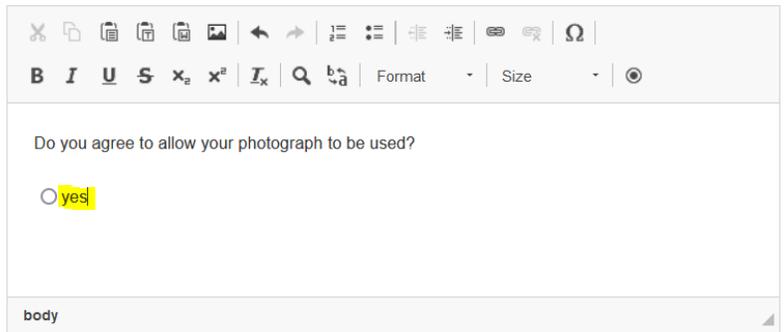
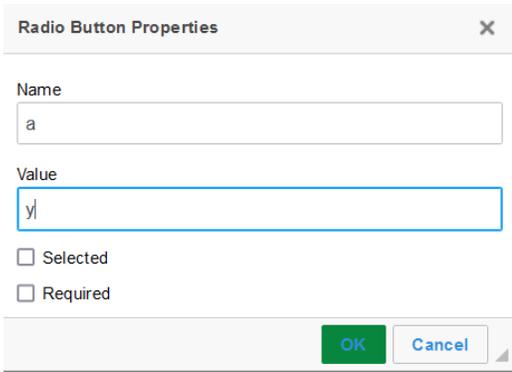
Name: you can name it whatever you want. The name will not appear on the consent form.
IMPORTANT: You must use the exact same name for each radio button option in the set.

Value: you can give it any value. This will not appear on the consent form.

Ignore the “selected” and “required” buttons.

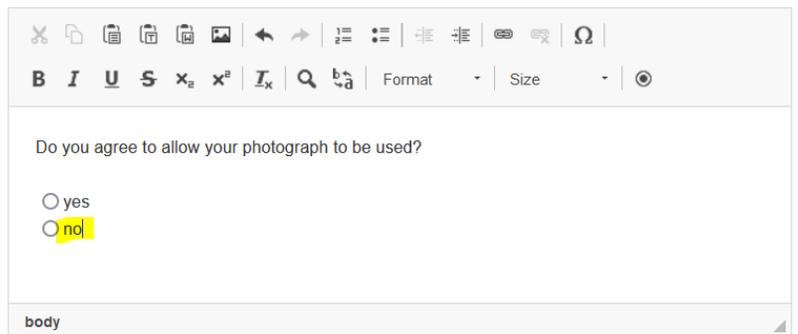
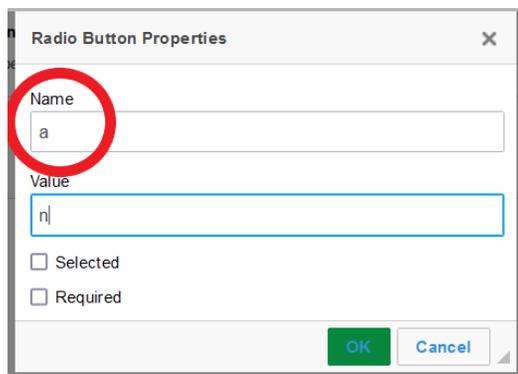
Step 1: give the radio button a name and value. Ignore the selected and required buttons.

Step 2: the radio button will pop up. Type the text you want next to it as an option.



Step 3: For the second option, use the SAME name as the first option.

Step 4: the radio button will pop up. Type the text you want next to each radio button.



Radio Button Example on Consent Form:

What will be done during this research study?

Do you agree to allow your photograph to be used?

yes

no

