**Key Information Cover Sheet Template**

*If your consent document is more than 2,000 words or 4 pages long (whichever is less), then it must begin with a Key Information cover sheet. Its purpose is to provide a concise and focused summary of the most important information, assisting potential subjects to understand the reasons why one may or may not want to enroll in the study. The full consent form (to which this cover sheet will be attached) will provide more detailed information about the study.*

***These instructions (and other italicized text below) should NOT be included in your cover sheet.***

**Key Information About This Study**

[*Use the bullet points below, in this order.]*

* You are being invited to participate in a research study. Participation is completely voluntary.
* Study Purpose: [*Explain the purpose very briefly, avoiding technical language. E.g., “We want to find out whether having patients meet with a clinical pharmacist helps them manage their diabetes,” or, “We want to find out whether a new method of presenting information helps children with dyslexia learn to read.”*]
* Main Activities for Research Participants: [*Briefly list the main things participants will do. E.g., “Study participants will keep a detailed diary of everything they eat, and attend two education sessions about kale and pickled beets.” Details of what they will do will be presented in the main consent form; just list the headlines here.*]
* Time Required for Participation: [*Provide an estimate of the time required. If multiple sessions are involved, provide estimates for each. E.g., “It will take about 45,” or, “There will be a 1-hour initial session, and then 3 more clinic visits that last about 30 minutes each.”*]
* Significant Risks: [*List the risks that are most probable or that are most likely to concern potential participants. E.g., “There is a small chance that your personal information could be accidentally disclosed,” or, “Your arse might fall off, leaving you unable to sit down.”*]
* Potential Benefits: [*DO NOT include any payment information here. List the likely benefits of the research procedures. Don’t make claims that you can’t back up with evidence. It is often appropriate to say, “You should not expect to benefit directly from participating in this study.”]*
* Alternatives to Participation: [*Most non-medical studies should exclude this point. Include it only if participants are asked to choose between some standard procedure (e.g., usual therapy) and participation in this study.*]

*Include the following only if they are applicable to your study:*

* This is a clinical research study, and should not be considered as treatment.
* This study involves whole-genome sequencing.
* [*Any other information that would be important to participants as they decide whether to participate.*]