Filling In & Submitting a Consent Form 101

This document is designed to explain the basics of filling in and submitting a consent form developed in RSS. *EFFECTIVE AS OF 02/09/2024*.

For information on how to create a consent form, please see the document labeled "creating a consent form in RSS".

Starting the Consent Form

Optional: At the top right corner, you may list your UNO or UNMC department name, if applicable, which will then show up on your consent form:

a) **Consent Identification (Optional)-** use can use this if you plan to use the consent form template for two or more groups. For example if you have a control group vs experimental group, you could use this to name one consent form "control" and one "experimental"

b) **Will the consent be signed?** This will default to "yes" (would select "no" only if signed consent is being waived)

c) **Display consent type on printed copy?** Automatically selected as "yes" to label the type of consent form you selected at the top of the form. Switch to "no" if you do not want it.

d) **Use Spanish attachments?** Automatically selected as "no" unless you are in the Spanish consent form. Selecting "yes" will translate the automated attachments at the end of the consent form to be translated in Spanish.

e) **Optional Version Info:** the system automatically lists a version at the bottom of the form (ex. "IRBVersion 1") but you may add additional version information here as needed.

f) **Alternate Consent Title of the Research Study (Optional):** here you may provide an optional alternate consent title. If nothing is listed here, the short title on the application will automatically display on the PDF of the consent form.

g) **Which consent headers will be used?** Select the appropriate letterhead that the consent form will be printed on.

Blue Tabs at the Top

SAVE: click this to save your progress. Pro tip- save often!

CLOSE CONSENT: click this when you're ready to close your consent form.

COPY: use this if you'd like to make an identical copy of the consent form you're working on. This works well for studies that involve a control group and experimental group.

READABILITY: a new window/tab will open that returns a table including a readability score with regards to the ideal range (see picture to right). At the bottom of the new window is a space where you can copy/paste and edit parts of the consent form to test for readability scores.

readability formula	score
Flesch-Kincaid Grade (ideally 8 or below)	6
Flesch Reading Ease (ideally 60-70 or higher)	75.8
SMOG grade	5.2

UNMC (or whichever consent header you selected) DRAFT: this is what you click to preview a PDF version of your consent form.

UNMC (or whichever consent header you selected) WORD: this will download a Word version of your consent form. Be advised that any changes made in the Word document will NOT transfer over into RSS

Finishing the Consent Form

After ALL **orange arrows** have been completed and saved in the consent form, a "COMPLETE" tab will appear at the top.

1) We suggest using the "**DRAFT**" button to preview the form and check for any spelling errors, formatting errors, overall presentation, etc.

2) Click "**SAVE**"

3) Click "**COMPLETE**" to finish

Now in the application when you click "**Manage Consent Forms**", you will see all consent forms that are in edit and all consent forms that were completed (see picture below).