CONSENT COVER LETTER
INSTRUCTIONS FOR USE

For studies involving questionnaires or surveys, the IRB may waive the requirement to document informed consent (i.e. waive the need for a signed consent document) if the IRB can make the appropriate findings. Follow the directions below to request a waiver of documentation of informed consent using a consent cover letter.

1. Use the Consent Cover Letter template provided on the IRB Forms webpage (http://www.research.utah.edu/irb/forms/index.html). Include all the information as directed in the template.

2. In the ERICA application, check “Informed Consent Process (with or without a document)” in question #5 on the Study Information Page (see below). The IRB considers a questionnaire cover letter a consent document. You will be prompted to complete the Consent Process page later in the application.

3. In the ERICA application, request that documentation of consent be waived by the IRB on the Consent Process Page, question #8 (see below).
   a. Explain why you are requesting that documentation of consent be waived.
   b. Check the box next to “The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.”

Please contact the IRB Office at (801) 581-3655 or irb@hsc.utah.edu for additional guidance.