**Guidance:**

1. Use the information below to review the electronic consent survey forms for REDCap and Qualtrics.
2. The items below are included in the eTemplates as standards but could be changed by the researcher.

**eTemplate Standards**

* The WVU OHRP Logo must be used with the blue\gold color scheme.
* Back and Next buttons are available after each question and after each image page of a consent document.
* Save, and Continue Later options are on
* Permission to Use Email is included as a separate form or a question for OMR No Signature
* Standard Instructions at the top of the survey or appropriate text if changed.
* Email Messages that include the survey link have the Subject Line:
	+ **Message from WVU Research**
* Email Message content contains the standard content or text that is appropriate if changed
* End of Survey Message contains the standard content or text that is appropriate if changed.
* Should not be able to reply to the message that sends the survey link – Check FROM in the email message.
* Participants should clearly be able to see the option to DOWNLOAD A PDF COPY OF THE CONSENT DOCUMENT – for ADA purposes and preference purposes.
* Participants should clearly be informed that they can immediately DOWNLOAD A PDF COPY OF THE CONSENT FORM WITH THEIR SIGNATURE.