

## **Instructions for Using the Sample of Study Consent Form Review Checklist**

This checklist can be used to check for consent form compliance for every subject who has signed a consent form.

One way to check if the subject has signed the correct IRB approved consent form is to first print off all the versions of the consent forms used in the study to date. At the top of each version write in the effective dates of that consent form version.

Example:

Initial consent form: 2/23/07- 2/22/08

Next version: 2/23/08 – 5/20/08

Next version: 5/21/08- 2/22/09 (amendment approved)

You can now reference the date the subject signed the consent form against the copies of all the consent forms you have entered the effective dates to check that the correct form was signed.

The following abbreviations are used on the checklist:

**WM/LH** = Watermark (IRB approval stamp) / Letterhead (first page on department letterhead)

**POC** = Person Obtaining Consent

If a consent form requires a witness signature, a column can be added to the checklist.