**SAMPLE: Exempt Interview Research – Information Sheet  
Interviews that are NOT audio/video recorded**

**Instructions:** Statements *in brackets and* *italics* are instructions or examples. Do not include them in the final version of the information sheet.

We are/I am asking you to take part in a research study being done by [*list researcher’s name*] at Kenyon College in Gambier, Ohio.

We/I would like to interview you to learn more about [*briefly describe research*]. The interview will last about [*XX minutes or hours*].

You can skip questions that you do not want to answer or stop the interview at any time.

We/I will keep the data we collect confidential, and we will not share your personal information with anyone outside the research team. [*use this only if true*]

Being in this study is voluntary. Please tell the researcher if you do not want to participate.

Questions? Please contact [*list contact’s name*] at [*contact info*]. If you have questions or concerns about your rights as a research participant, you can call the Kenyon College Institutional Review Board at 740.427.5748