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| Informed Consent Process Note |

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| The informed consent process must be documented in the research record. The note should include the following details: * Informed Consent Form (ICF) obtained voluntarily
* Participant consented in their primary language
* ICF signed before any research procedures were performed
* Date and time the discussion began
* Whether the participant had time to review the ICF and ask questions
* Who reviewed the ICF with the participant
* Date and time the consent was signed
* Confirmation that a copy was provided to the participant to take home

The informed consent process note template can serve as a helpful reminder of the key details to document at the time of consent. The example below captures proper documentation of the consent process with additional consent details that should be considered when documenting.Template links below for research teams to download and adapt for their own use.   |

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