Tools & Tips for Writing a Clear and Appropriate Informed Consent Document

According to the UMB HRPP Policies and Procedures, readability of an informed consent document should be no greater than a 7th grade reading level. In order to measure readability using Word, go to

- TOOLS, then OPTIONS, then SPELLING AND GRAMMER
- Select “Check grammar with spelling”
- Select “Show readability statistics”
- Click OK
- Proceed through the spell check, and when finished, the readability level should be displayed.

If the readability is still greater than 7th grade reading level after implementing the techniques discussed above, do the following:

a. Delete the Subjects Rights section and complete the above operation again
b. If the readability level is still too high after completing a) it may be beneficial to have someone uninvolved in the research offer suggestions for how to simplify the consent document.

Bibliography:

2. Williams, MV. JAMA, December 6, 1995

Other Resources:

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