The Informed Consent process for minors requires that a minimum of 3 individuals be present when the “Parental Permission” document is being signed: 1) the parent(s) or guardian, 2) the individual who obtains the Informed Consent (i.e., the Principal Investigator or his/her Designee), and 3) a witness.

(NOTE: In many cases, the minor must sign a separate “assent” document.)

1) **The Parent(s) or Guardian** (an individual who is authorized under applicable state or local law to consent on behalf of a child to general medical care), in his/her own handwriting, should print his/her name, sign, and date here.

2) **The Person who Obtains Consent from the Participant** should, in his/her own handwriting, print his/her name, sign, and date here. This individual must be either the Principal Investigator (PI) or an individual who is “designated” by the PI to perform this function in his/her place. This individual must have adequate knowledge about the study to be able to answer questions posed by the participant.

In addition, all individuals who obtain consent from participants:
- **Must be listed as “Study Personnel” on the HS-1A, AND**
- **Must complete all required education** which includes reading the “Belmont Report” and completing the NIH human research subjects protection tutorial (online). A copy of the completion certificate for the NIH tutorial must be submitted to CYIRB along with the HS-1A.

3) **A Witness: (Required)**
The witness is the individual who witnesses the signing of the “Parental Permission” by both the Parent(s)/Guardian and the individual who did the consenting. Unless otherwise required, it is not necessary for the witness to be present for the entire consenting process.

A line or two of explanation as to what the witness is attesting to should be included above the signature line.

The witness, in his/her own handwriting, should print his/her name, sign, and date here.

4) **PI Signature:** If the PI is not the individual “obtaining” consent from the participant, but is required by FDA or the Study Sponsor, OR the PI wishes to sign the document, his/her signature should go here.

Inclusion of the PI’s signature here may document his/her acknowledgement/approval of the “designee” who conducted the consent interview with the participant in his/her place. In this instance, the PI may sign the document at a later time (i.e., need not be present when the other signatures are obtained).