**DocuSign Study Questionnaire**

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| --- | --- | --- |
| **1** | **IRB Protocol Number** |  |
| **2** | **Study Title** |  |
| **3** | **PI name** |  |
| **4** | **Study Team Contact** |  |
| **5** | **Study Sponsor** |  |
| **6** | **IRB Status [Approved, etc]** |  |
| **7** | **Has your study been approved for research restart?**  **[If yes, enter approval date]** |  |
| **8** | **Expected # of participants to be consented in the next month** |  |
| **9** | **Expected # of participants to be consented in the next 3 months** |  |
| **10** | **When would you like to begin using DocuSign for this study?** |  |
| **11** | **Does this study include optional components where participants must indicate their choice [e.g. via initials or separate signature]?** |  |
| **12** | **Does this study require physician consent?** |  |
| **13** | **Does this study require LAR or parent/guardian consent?** |  |

**Please identify whether your study involves any of the following participant populations?**

|  |  |
| --- | --- |
|  | Yes/No |
| Pediatric patients |  |
| Adults with limited decision-making capacity |  |
| Suspected or Confirmed COVID-19 positive patients |  |
| Cancer Patients |  |
| Non-English Speakers |  |
| Visually impaired participants |  |

**Study team members who will use DocuSign for remote consent:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **JHED ID** | **Role\*** |
|  |  |  |  |
|  |  |  |  |

**\* Choose the role from the following:**

**Template Admin** – The Template Admin will configure signing roles and add signature fields to a consent template. This is a one-time process per consent. It is recommended that only a few study team members have this role. The Template Admin will also have all of the permissions of the Sender role.

**Sender** – The Sender will use consent templates to send consents to patients for signature. The Sender will also be able to sign as the consenter and download the completed consent document.

**Viewer** – The viewer will only sign consents in DocuSign. Viewers can only see and sign documents sent to them to sign. This role is typically for a physician who has to sign the physician portion of the consent, but does not initiate the consent envelope in DocuSign. If the physician is the also the consenter, use the Sender role.