

## **Tips for completing the VA Research Informed Consent Document (10-1086)**

VA Form 10-1086 must be used as the consent form for all VASDHS-approved research. The only exception is that a Department of Defense informed consent form may be employed for active duty military personnel participating in VA research at DoD sites when VA-specific language is not necessary.

- 1) Use Microsoft Word 2007 or a later version.
- 2) Enter the protocol number, PI name, and study title in the header. (To access the header, click on "Insert", then "Header" then "Edit Header")
- 3) Text in blue should be edited or deleted as appropriate for your study. Generally text in black should be kept as is, but can be edited if necessary.
- 4) Section 12 discusses CPRS entry. Generally, CPRS documentation\* is required for Veteran and non-Veteran subjects if any of these apply:
  - a) Research procedures include treatment or medical care;
  - b) Clinical resources are used, including research pharmacy; or
  - c) Research procedures may lead to physical or psychological adverse events.
- 5) When done click "Home, select, select all", and make all of the text black or automatic font color or use "Ctrl + A", then "Ctrl + D" and select the "Font color:" as either "Automatic" or black.
- 6) Save your work and submit it to the IRB. Please ensure the file is saved as ".doc" file and not a ".docx" file.
- 7) Do not submit this page to the IRB

\*CPRS documentation of each subject includes the following:

- a) "Research/ Informed Consent" progress note (use the shared template)
- b) Scanned signed informed consent document
- c) Scanned signed HIPAA authorization form
- d) Scanned video consent (10-3203) if required
- e) Research encounters should be documented in a "Research Progress Note"
- f) End of the subject's participation should be in a "Research Progress Note"