Directions for Checking Readability Level in Your Proposal:

All informed consents submitted to the REC and used for research need to be at an 8th grade reading level. Microsoft Word uses the "Flesch-Kincaid Reading Level" to assist with this. This measures the readability grade level for the document and the reading ease for the document. Accessing this reading level may be different for Windows and Mac:

Checking Readability in macOS

1.) On Word menu, click "Preferences"

2.) Under Authoring and Proofing Tools, click "Spelling and Grammar"

3.) Under Grammar, select the "Check grammar with spelling" check box

4.) Select the "Show readability statistics" check box and then close the dialog box

5.) Under Tools menu, click "Spelling and Grammar" to see your reading level

Checking Readability in Windows

1.) On file, click "Options"

2.) Select "Proofing"

3.) Under "When correcting spelling and grammar in Word" make sure you have selected the "Check grammar with spelling" box

4.) Select "Show readability statistics"

5.) After enabling the feature, you can check the consent by pressing F7 or simply going to "Review" and then "Spelling and Grammar."