**Telephone Consent Example**

When the proposed research poses minimal risk to subjects, and you plan an initial contact with subjects by phone, or if you plan to conduct the research using a phone questionnaire, a telephone information or consent script is needed. In this script, you need to concisely describe the study, tell what participants will need to do, tell them how confidentiality will be maintained, and in the case of a telephone interview, explicitly ask for their consent to participate. Specifically you must include in your script the following:

* Statement that the study involves research
* Explanation of the purpose
* Duration of the subject’s participation
* Description of the procedures
* Description of risks/discomforts
* Description of benefits
* Confidentiality
* Whom (and how) to contact for questions regarding the actual study (researcher) and their rights as participants (IRB)
* The voluntary nature of participation in the research and her/his ability to withdraw without any penalty
* The approximate number of subjects.

*Here is some sample text to help structure your telephone script which can be adapted as it applies to your study*:

**Study Name:**

Hello, my name is\_\_\_\_\_\_\_\_\_\_\_. I am a (student/faculty member/staff member) from Black Hills State University conducting a survey (research) about \_\_\_\_\_\_\_\_\_\_\_\_. Your participation in this survey is completely voluntary. This means that you do not have to participate in this survey unless you want to.

Would you be willing to answer some questions to help me determine if you are eligible for this study? (If yes, proceed; if no thank them for their time and end the call).

Good. I will read off a list of questions. If you answer to any of them is yes, wait until I am all done and tell me that when I am finished. I do not want you to answer each question, individually. *(Include a list of the exclusion criteria that you need to know about for this person but getting individual answers might be an issue if recorded anywhere with the name of the person being called)*

Have you ever been diagnosed with cancer?

Have you ever had an abortion?

Have you ever taken illegal drugs?

Have you ever been in prison?

Would your response to any of these questions be “yes?” (If person says yes, thank them for their time and that they are not eligible for the study. If they answer no, proceed)

The purpose of this research study survey is to look at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We estimate that approximately (number of subjects) will enroll in this study. You will be asked to complete a series of questionnaires and a short interview about (X). This should take about xx minutes. There is a small chance that some of the questions may make you feel uncomfortable. You don’t have to answer those questions if you don’t want to. In fact you don’t have to answer any question that you choose not to answer. And that is fine. We will just skip that question and go on to the next one.

All the information I receive from you by phone, including your name and any other identifying information {if applicable}, will be strictly confidential and will be kept under lock and key. I will not identify you or use any information that would make it possible for anyone to identify you in any presentation or written reports about this study. If it is okay with you, I might want to use direct quotes from you, but these would only be quoted as coming from “a person” or a person of a certain label or title, like “one woman said.” When I finish with all the phone surveys from everyone who has agreed to participate, I will group all the answers together in any report or presentation. There will be no way to identify individual participants.

The only risk to you might be if your identity were ever revealed. But I will not even record your name with your responses, so this cannot occur. There are no other expected risks to you for helping me with this study. There are also no expected benefits for you either.

This study is being paid for by X. Portions of Dr. [PI name]’s and [his/her] research team’s salaries are being paid by this funding.

Do you have any questions?

You can also call (Principal Investigator) at (telephone) with questions about the research study. All research on human volunteers is reviewed by a committee that works to protect your rights and welfare. If you have questions or concerns about your rights as a research subject you may contact, anonymously if you wish, the Sponsored Programs Office at (605) 642-6542.

Do you agree to be in this study? **Or** Do I have your permission to begin asking you questions?