

If you plan an initial contact with participants by telephone, or if you plan to conduct the research using a telephone interview, a telephone information or consent script is needed. In this script, you need to include all of the components of an informed consent (see “Components of an Informed Consent”). After you read the script including all of the information required in an informed consent, you must explicitly ask for their consent to participate.

Note that this sample Telephone Consent includes screening for eligibility.

Components of a Telephone Consent

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

Hello, my name is _____. I am a (student/faculty member/staff member) from Fordham University NAME OF DEPT/SCHOOL. I am calling to invite you to participate in a research study about _____.

Your participation in this study is completely voluntary. This means that you do not have to participate in this study unless you want to.

INCLUDE HERE THE STUDY PURPOSE, WHO IS CONDUCTING THE STUDY, WHO IS FUNDING THE STUDY, WHAT YOU ARE ASKING THE PARTICIPANT TO DO, RISKS AND BENEFITS. (SEE Components of an Informed Consent).

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 a list of questions. If your answer to any of them is yes, please 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?

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

Do you have any questions?

If you have any additional questions about this study, you can contact (Principal Investigator) at (telephone and email). If you have questions about your rights as a participant in this research study you may contact Michele Kuchera, IRB Manager, Fordham University Institutional Review Board that protects the rights of study participants. You can contact her at 718-817-0876 or by email to IRB@fordham.edu.

IF YES, GET INFORMATION FOR MAILING OR EMAILING.

I can email or send you a copy of all the information I just read to you if you would like.

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