# SCRIPT TEMPLATE TO BE USED FOR ORAL CONSENT

**This script template focusses on interview-based research. You must modify the template to fit your specific research situation. Write your script using language that sounds natural when read aloud.**

Consent should be obtained in writing unless there is a specific reason for why oral consent is more appropriate. Examples of such situations could include but are not limited to:

* Interviewing participants over the phone or skype rather than in person;
* Conducting research in cultures where oral contracts are used, rather than written contracts;
* Conducting research with participants who are physically unable to write.

*The following is adapted from Oral Consent Script Sample (McMaster University, 2012) and Dr. Kelly Arbeau (Trinity Western University, 16F03 Consent Form, 2017)*

## Introduction

[Description of the purpose of the project]

Hello. I’m [insert your name]. I am conducting interviews about [insert topic(s)]. I’m conducting this as part of a programme of research [insert bachelor, master, PhD studies, etc.] at Trinity Western University’s [insert department, school, or programme] in Langley, BC [include Canada if necessary]. I’m working under the direction Dr. [insert name(s)] of Trinity’s department of [insert department or programme name].

## What will happen during the study?

[Description of the procedures in which the participants will participate; statement of the anticipated time commitment]

I’m inviting you to do a one-on-one [insert face-to-face, phone, skype, etc.] interview that will take about [insert duration]. I will ask you questions about [insert topic(s)] such as [insert 2-3 short sample questions from your interview guide]. I will take handwritten notes to record your answers as well as using an audio recorder to make sure I don’t miss what you say. We can have this conversation now or we can set up a time and place that works for us both.

## Potential risks and discomforts

[Statement of any reasonably foreseeable potential risks etc., and how these will be managed]

It is not likely that there will be any harms or discomforts associated with taking part in this study. If you should experience any adverse effects, please contact [insert your name and contact information, and name and contact information of Principle Investigator (PI) if someone other than yourself].

### Additional phrase templates

* The risks involved in participating in this study are minimal.
* It is not likely that there will be any serious harms or discomforts associated with the interview.
* You may feel uncomfortable with (anxious, uneasy about)…
* You may find it stressful to…
* You might find some questions uncomfortable to answer.
* It is not likely that there will be any harms or discomforts from/associated with…

## Potential benefits to participants and/or to society

[Statement of possible benefits to the participant]

It is unlikely that there will be direct benefits to you, however, by better understanding [insert the topics to be studied] researchers and others may be able to [insert your description of benefits to the participant, science or society at large].

## Confidentiality

[Detailed statements of confidentiality, including data management]

Your responses will remain confidential, and your name will be removed from the transcript and the questionnaire. An anonymous code will be used to link the background questions and interview transcript. The record of your consent to participate in the study will be stored separately from both the background questions and the transcript of our conversation so that it cannot be associated with your responses.

Only the researcher and research assistants working on this project will have access to the information that you provide. [Insert name, or name of PI] will store the transcripts [describe storage method] for [insert duration].

The information you provide may be presented at professional conferences or published in academic journals. Information that could potentially identify you will not be published or shared beyond the research team unless we have your written permission. Any data from this research which will be shared or published will be the combined data of all participants. That means it will be reported for the whole group not for individual persons. If we use a quotation that you provided, your identity will be kept anonymous.

## Remuneration/Compensation

[Details of any remuneration, compensation, or incentives to be offered to participants]

You will receive [insert description of remuneration/incentive] as a thank you for your participation. If you withdraw from the study or decide not to answer some questions, you will still receive [insert the incentive].

## Contact for questions or concerns about the study or about the rights of research participants

[The following statements are required to be included in your consent process]

### Required statements

If you have any questions or desire further information with respect to this study, you may contact [insert name of PI] or his/her associates at [insert phone number(s) or email address(es)].

If you have any concerns about your treatment or rights as a research participant, you may contact Elizabeth Kreiter in the Office of Research, Trinity Western University at 604-513-2167 or elizabeth.kreiter@twu.ca.

## Consent

[Statement of voluntary participation and ability to withdraw; statement of withdrawal procedure; statement of informed consent]

Your participation in this study is entirely voluntary. You can decide to stop at any time, even partway through the interview for whatever reason.

If you choose to participate, you may skip any questions you do not wish to answer.

If you decide not to participate in the study or choose to withdraw, please let me know at any point during our conversation, or contact [insert name or name of PI] if you decide to withdraw after we have had our conversation.

If you decide to stop we will ask you how you would like us to handle the data collected up to that point. This could include destroying it or using the data collected up to that point. You will be treated with respect and no questions will be asked.

### Consent questions:

* Do you have any questions or would like any additional details? [Answer questions.]
* Do you agree to participate in this study knowing that you can withdraw at any point with no consequences to you?

[If yes, begin the interview.]

[If no, thank the participant for their time.]

## Signatures

[Your signature indicates that you have informed each participant of the nature and purpose of your research, the conditions of confidentiality, and of their right to end the interview at any time. It also indicates that you have provided each participant with an opportunity to ask, and have addressed, any questions they might have about the study.]

Student’s name

Date of interview Student’s signature

Date of interview Student’s signature

Date of interview Student’s signature