This sample is a template from which verbal consent to an interview or focus group can be developed. Information in blue should be modified as need. Information in green is suggested text, if applicable. Please delete all instructional text (including this text) and ensure uniformity of font color prior to submission to the IRB.

Please note: This template contains minimally necessary information. For more complicated studies, that may ask more invasive or private questions, the IRB may request a more substantial script.

## VERBAL SCRIPT FOR INTERVIEWS AND FOCUS GROUPS

**Agreement to participate:**

Thank you in advance for taking the time to speak with me today. Before we begin, I want to provide you with information about this study and answer any questions you may have.

I am [name of investigator], from [name of institution/University] [departmental affiliation and status; if student, indicate that you are working on your thesis or dissertation]. I am conducting a research study on [state topic of research]. The research will help me understand [state expected benefits to participants and to society from this research].

Today you will be asked to participate in a [individual phone interview, focus group, etc.], which should take approximately [state time to complete activity]. Your participation is voluntary. There are minimal risks associated with this [activity], but I will do my best to limit them. Risks of this study may include [list protocol-specific risks, such as discomfort with interview questions]. You can skip any question or ask to stop the [activity] at any time without any consequences.

Your responses will be [describe confidentiality procedures – e.g. responses will be completely anonymous; your name will not appear anywhere in the final write up; etc.]. With your permission, the [activity] will be audio recorded. The audio files will be stored [describe confidentiality procedures].

[For focus groups, please include: During the focus group, I will not be able to guarantee confidentiality because we will be discussing information as a group. Therefore, please do not share anything that you would feel uncomfortable being shared with others in or outside the group.]

There are no costs or compensation to participate in this study. [If there is compensation, describe compensation amounts and procedures.]

If you have any questions about this study, now, during, or after study participation, please let me know or feel free to contact the Principal Investigator, [PI’s name]. If you’d like to speak to someone outside of the research team, you can contact the Rowan University’s Office of Research Compliance.

Do you have any questions?

[IF YES: take time to answer all questions.]

[IF NO: proceed.]

Do you agree to participate in this [interview or focus group]?

 [IF YES: proceed.]

 [IF NO: thank them for their time.]

Do I have your permission to audio record this [activity]?

 [IF YES: proceed.]

[IF NO: ask if they would like to continue without being recorded, or thank them for their time*.*]

The recording(s) will be used for *[include purpose of recording; e.g., sample language may include:*

* *analysis by the research team;*
* *possible use as a teaching tool to those who are
not members of the research staff (i.e. for educational purposes);*
* *commercial purposes. If the tapes will be used for commercial purposes, the consent must specifically state whether or not the subject would be compensated for this use].*

The recording(s) will include *[indicate whether the subjects name or any other identifier will be recorded.  If videotaping will be utilized, indicate the extent to which subject’s identity would be masked (e.g., Facial features partially blocked out; recording will not include facial pictures; recording will include full facial pictures.)]*

**Interview:**

[Insert interview/focus group questions.]

**Conclusion:**

Is there anything else you would like to share before we conclude the [interview or focus group]?

Once again, thank you for taking the time to participate in this study. Do you mind if I contact you again if I have any questions or need clarification about the things we have discussed today?

Include any post-interview instructions, e.g. reminders for compensation, if a report will be made available to participants, or if they can review the manuscript prior to publication etc.

As a reminder, you can reach out to me or the Principal Investigator [name] at any time if you have any additional questions. If you’d like to speak to someone outside of the research team, you can contact the Rowan University’s Office of Research Compliance. If you’d like to take down contact information, I can give it to you now:

[Insert research team contact information]

Office of Research Compliance: (856) 256-4078