**Verbal Consent Procedure**

***The IRB may approve a verbal consent procedure as an alternative to the written consent procedure in research that is determined to involve minimal risk. Verbal consent means that the researcher obtaining consent reads/explains a verbal version of a consent form (verbal consent script) and subjects give their verbal consent in place of written consent to participate. NOTE: Whenever possible, the verbal consent procedure should follow a written invitation to participate in research. Alternatively, participants should be provided with an information sheet about the study. Both the invitation and the information sheet must include contact information of the PI and the IRB.***

**Verbal Consent Script**

***The verbal script must include the general requirements of informed consent and be submitted to the IRB for review and approval prior to the initiation of research. The script must include the following information:***

1. Description of the research and investigators conducting the research;
2. Explanation of the procedures (e.g., audio/video recording);
3. Duration of the subject’s participation;
4. Subject protections (e.g., extent to which confidentiality will be maintained);
5. Permission to begin the research;
6. The participant should be given the contact information of the investigator (e.g., copy of the script, flyer, and/or information sheet with contact information listed).

# Sample scripts:

# Script 1

I am conducting research about and I am interested in learning your opinion about \_\_\_\_ .

I am contacting you because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I obtained your contact information from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your participation will involve one informal interview that will last \_\_\_\_\_\_\_\_\_\_\_\_. This research has no known risks. This research will not benefit you directly, but it may help the academic community better understand .

Please know that I will do everything I can to protect your privacy. Your identity or personal information will not be disclosed in any publication that may result from the study. Notes that are taken during the interview will be stored in a secure location.

Would it be all right if I audiotaped our interview? Saying no to audio recording will have no effect on the interview.

Do you have any questions? Do you consent to this interview?

# Script 2

# Thank you for responding to my email invitation to participate in a research study.

My name is \_\_\_\_\_\_, and I am a Governors State University \_\_\_\_\_ conducting this study for my [dissertation, capstone project] under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The research is being conducted to find out\_\_\_\_\_\_\_\_\_\_\_. Your participation will only be needed once for this interview that should last no more than \_\_\_\_\_\_\_\_\_.

The information provided will remain strictly confidential and you will not be identified by your answers. Data will be compiled as a whole with no individual responses tied to your name or any identifying information about you. All information disclosed during the interview will be kept in a secure location at Governors State University. This conversation is not being recorded but notes will be taken. You may choose not to answer any question.

Do you have any questions before we get started? Do I have your permission to begin the interview?

# Script 3

Hello, my name is \_\_\_\_\_\_\_\_\_\_, and I’m a \_ \_\_\_\_\_\_\_\_\_\_\_at Governors State University. I am calling because I am conducting a research study about and would like to ask you a few questions. The questions will take a few minutes and the information you provide will only be used in the study.

I would like to record our conversation. Is it okay? I will not record your name or any other information that may identify you. All information disclosed during the conversation will be kept in a secure location.

Participation in this study is voluntary and you may refuse to participate or stop the interview at any time.

Would it be okay to begin with my questions?