

Template Script for Verbal Informed Consent—Non-Student Research

[NOTE THAT ALTHOUGH VERBAL CONSENT IS BEING SOUGHT, SUBJECTS SHOULD BE GIVEN A COPY OF THE SCRIPT THAT INCLUDES THE RESEARCHERS AND IRB'S CONTACT INFORMATION]

[Study Title]

[PI Name]

I am a researcher in the Department of [add department] at the University of Chicago. I am here to conduct a study that will look at [add description/purpose of study].

Before we begin, I would like to take a minute to explain why I am inviting you to participate and what I will be doing with the information you provide to me. Please stop me at any time if you have any questions. After I've told you a bit more about my project, you can decide whether or not you would like to participate.

I am doing this study as part of my research in the Department of [add department] at the University of Chicago. I will be [add what you will be doing as part of data collection, e.g. interviewing x number of people], and this collected information will be used in published research as well as in academic presentations. [N.B.: If you will be sharing the information with other researchers or putting data in archives, etc, state as much here.]

Participation should take about [add expected time]. Participation is on a purely voluntary basis. You will be asked to [add what they will do]. [If you will be asking any personal or sensitive questions, state as much here.] [State any foreseeable risks to subjects here, including what steps you will take to minimize these risks. If risks are minimal, state so.] [State conditions for confidentiality of data here.] [State any potential direct benefits to subjects here.]

If at any time and for any reason, you would prefer not to answer any questions, please feel free not to. If at any time you would like to stop participating, please tell me. We can take a break, stop and continue at a later date, or stop altogether. You will not be penalized in any way for deciding to stop participation at any time.

[If subjects will be compensated, state the amount and terms of compensation. If payments will be prorated if a subject withdraws from the study, state the terms]

[If you will be taping recording subjects, include the following]

I would like to tape record this interview so as to make sure that I remember accurately all the information you provide. I will keep these tapes in [state where you will keep them] and they will only be used by [state who will have access to the tapes]. [If you will be sharing data with other researchers and/or archiving data, state whether identifiers will be included.] [If subjects may participate without being taped, state so.]

If you have questions, you are free to ask them now. If you have questions later, you may contact me at [add your contact information, including name, mailing address, telephone number, and email address].

If you have any questions about your rights as a participant in this research, you can contact the following office at the University of Chicago:

Social & Behavioral Sciences Institutional Review Board
University of Chicago
5835 South Kimbark - Judd 333
Chicago, IL 60637
Phone: (773) 834-7835
Fax: (773) 834-8700
Email: sbsirbwise@listhost.uchicago.edu

Are you interested in participating in this study?

Consent to Record Interview

(Question should be posed at the start of the recording)

May I record this interview?

Consent to Quote from Interview

I may wish to quote from this interview either in the presentations or articles resulting from this work. [If a pseudonym will be used, include this statement: A pseudonym will be used in order to protect your identity, unless you specifically request that you be identified by your true name.]

Do you agree to allow me to quote from this interview?

Consent to Use Name

There are a number of reasons for which you may prefer that your true name be used in presentations and articles related to this research.

Would you like your true name to be used in any oral presentations or written documents resulting from this research?

[Note that if a subject agrees to have his or her name used, signed consent should be obtained, including a separate signature line for participation, taping (where applicable), and use of name. In such cases, signature lines should be added to the consent document.]

Confirmation of Consent to Record Interview

(Question will be posed once recording has begun).

May I record this interview?