**Appendix #**

**Study Title**

**Oral Consent Script**

**This script should always be used in conjunction with a Letter of Information when obtaining oral consent. Remember when seeking oral consent, your Letter of Information/Consent does not need signature lines.**

Note to Researcher: A Letter of Information template can be found here: <https://macrem.mcmaster.ca/Personalisation/DownloadTemplate/11>

* Note to Researcher: Please adapt this sample Oral Consent script to match your specific study. Add wording as necessary and delete and/or revise sample wording that does not apply to your study. Remember to delete the blue text notes to researcher, before submitting to MREB.
* Note to Researcher: Obtaining oral consent and documenting via an oral consent log saves your participants the burden of having to print, sign, scan and email a document to you, when the study is not in-person. There may also be other contexts where oral consent is preferred to written (signed) consent.

**Introduction**:

Hello. I’m [insert your name]. I am conducting research about [insert topic(s)]. This [interview/focus group/experiment/etc.] is part of my [insert: Masters/PhD studies, faculty research, etc.] at McMaster University’s [insert department, school, or program] in Hamilton, Ontario [insert: Canada if necessary]. I’m working under the supervision of [insert Supervisor’s name(s) here] of McMaster’s department of [insert department or program name here].

Thank you for your interest in participating in my research.

[*If the LOI was provided in advance*]

Have you had time to read the Letter of Information I sent you?

[*If the LOI was provided in advance and the participant responds that they have read the LOI*]

Great, then I would like to take a moment to review some main points from the Letter of Information before we continue. [*Proceed to review the highlights of the LOI, be sure to include risks and what will happen with their data, and confirm the important points about voluntary participation and withdrawal listed below.*]

[*If it is not possible to give an LOI to the participant, or if the LOI was not sent in advance, or the participant responds that they did not read the LOI in advance, then proceed to go through the full LOI in detail with the participant and confirm the important points about voluntary participation and withdrawal listed below*.]

**Confirm the following to the participant**:

Note to Researcher: Add, delete, or revise statements as needed to fit your study.

* Your participation in this study is voluntary.
* If you do not want to answer some of the questions you do not have to, but you can still be in the study.
* You can decide to stop at any time, even part-way through the [interview/focus group/experiment/etc.] for whatever reason.
* If you decide to stop during the [interview/experiment], we will ask you how you would like us to handle the data collected up to that point, whether returning it to you, destroying it or using the data collected up to that point.
* You can ask to remove your data from the study up until approximately **[insert month, year].**
* After the focus group, it may not be possible to pull out your data due to the interconnected nature of this type of data collection.
* Your data is being collected without any identifying information, which means it will not be possible to remove your data from the study after this session.
* This study has been reviewed and cleared by the McMaster Research Ethics Board.

Do you have any questions or want me to go over any study details again?

Note to Researcher: You can document that you obtained oral consent in different ways, depending on the specifics of your study. The two most common methods are;

a.) maintaining an oral consent log with a column to document the response to each consent question included in your script. Here is a template:<https://macrem.mcmaster.ca/Personalisation/DownloadTemplate/5>

b.) audio recording the consent questions for each participant.

Note to Researcher: Add, delete, or revise the consent questions below as needed to fit your study.

Be aware that sometimes it does not make sense to provide a separate consent choice for part of the study (e.g., most focus groups have to be recorded, so a participant has to consent to being recorded). In these cases, there should not be a separate consent question and it should be clear in the LOI that participating in the study necessitates agreeing to specific points (e.g., being recorded, having anonymized data posted publicly, etc.).

**Consent questions:**

Do you agree to participate in this study?

If yes,

* Would you like a copy of the study results? If yes, where should we send them (email, mailing address)?
* Would you like to be entered in a draw for gift card, prize? How do you prefer to be contacted?
* Where can we send your incentive? (e.g. mailing gift card, e-transfer, e-gift card)
* Do you agree to [audio/video/audio and video] recording?
* Do you wish to be identified in the report/results? [*For studies where it is difficult to guarantee confidentiality due to sample size, participants are public figures or hold unique positions in society/their organization, or study results will be disseminated in audio or video format. This may not be just a “yes” or “no” answer but more of a discussion about the participant’s comfort level*.]
* Do you agree to be contacted for a follow up [interview/survey/focus group/experiment/etc.]? How do you prefer to be contacted?
* Do you agree to allow your [anonymized/identifiable] study data to be stored and used for future research as described in the Letter of Information?
* Do you agree to be added to a recruitment database to be contacted for future research? How do you prefer to be contacted?
* Do you agree to allow the use of your anonymized transcript data for training purposes within a course?

If no, “Thank you for your time.”