**Study Title: (insert study title)**

**Telephone Script**

**Note to Researcher: To be used with permission of the instructor/s or organization where you are conducting in-person recruitment.**

**Note to Researcher: Please adapt this sample 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 saving as a PDF and submitting to MREB.**

**Note to Researcher: The Letter of Information template can be found here:** [**https://macrem.mcmaster.ca/Personalisation/DownloadTemplate/11**](https://macrem.mcmaster.ca/Personalisation/DownloadTemplate/11)

Hello, my name is [insert name] from McMaster University. May I speak with [participant’s name]?

When participant comes to the phone:

I’m [your name]. I am conducting research about [insert topic(s)]. This is part of my [insert: Masters/PhD studies, faculty research, etc.] at McMaster University’s [insert: department, school, or program] in Hamilton, Ontario [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].

I selected your name from[insert: how name and contact information was obtained].

I’m inviting you to participate in a [survey, interview, focus group, experiment] that will take approximately [number of minutes/hours] for which you will [receive money, gift card, be entered into a draw for X amount or prize]. The study will take place [by phone, in which lab, location, online survey software, online videoconferencing platform].

**Note to Researcher: Ideally this is a 1-2 sentence outline of study in laypersons terms.**

To be eligible to participate in this study [if applicable, include this wording and any inclusion and/or exclusion criteria].

Note to Researcher: If you will be screening participants for eligibility, describe how/when they will be screened.

Note to Researcher: Include a disclosure of any substantial risks or burdensome procedures, so participants are aware of these details before signing-up. Examples include, but are not limited to,

* Sensitive questions (e.g., drug and alcohol use, criminal activity, mental health, etc.)
* Strenuous exercise
* Limits to confidential participation
* A data breach would pose significant risk to one’s status at work/within a community
* Attaching or wearing monitoring devices (e.g., EMG/ECG electrodes, EEG cap)
* Requires the removal of certain clothing (including headwear)

Would you be interested in participating in this study?

If yes:

I will send you a copy of a Letter of Information by mail/email. The Letter of Information will give you the full details of the study. Do you have a mailing/email address I can send this to? I will follow up with another phone call/email in [confirm time to follow up with participant].

Would you like to set up an appointment? What is a day and time that works for you? [Set an appointment]

**OR**

Do you have time now to proceed with the [research activity]? [Follow the Consent Process and Review the Letter of Information]

I would like to thank you in advance for your time and consideration. I will send you a reminder the day before the appointment.

If no:

Thank them for their time over the phone. If you change your mind, please contact me [give contact information].