**Sample Verbal Script for Obtaining Informed Consent**

**(Consent Documentation Waived)**

**Please modify/omit anything that is highlighted and add in anything that is not presented here but relevant to your study. Note that all elements of a consent form need to be included in this script, including (but not limited to) all discussion of risks, benefits, remuneration, confidentiality, right of refusal, description of the study, and information about the researchers. Written text of this information must be offered to the participant (they may refuse). You must document that you provided this verbal consent and that the participant agreed to participate (at least verbally) and also document if you provided them consent information.**

“Hello, my name is [*name*]. I am a [*researcher/student/faculty/role*] at SUNY Old Westbury the [*Department or College name*]. If relevant: I am in [*Country name*] undertaking research that will be used in my [*dissertation, thesis, etc.*].

I am studying [*description of the research*]…

[*Example 1*]

…the national budgetary process in this country. I would like to ask you a series of questions about your role in formulating the state budget and your broader understanding of how these policy decisions are made.

[*Example 2*]

…political parties and the most recent election campaign in this country. Given your important role as [*candidate, party official, etc.*], I am very interested in your opinions and interpretations of how and why this election campaign unfolded the way it did, as well as some characteristics of political parties in general and how they affected the electoral process.

The information you share with me will be [*explain benefits or value of the research*]…

[*Example*]

…of great value in helping me to complete this research project, the results of which could significantly enhance our understanding of these important processes.

This [*interview, discussion, etc.*] will take about [*approximate amount*] of your time.

[*Insert one of the following depending on whether participant identifiers are collected*]

[*Example 1 – Identifiers collected*]

There is a small risk of a breach of confidentiality, but all efforts will be made to keep [*specify what will be kept confidential, e.g., ‘everything you tell me’*] in the strictest confidentiality. I will not link your name to anything you say in the text of my [*dissertation, thesis, etc.*] or any other publications.

[*Example 2 – Identifiers will not be collected*]

There is no risk of a breach of confidentiality. I will not link your name to anything you say, either in the transcript of this [*interview, discussion, etc.*] or in the text of my [*dissertation, thesis, etc.*] or any other publications.

[*Insert one of the following depending on if de-identified information will be used or shared for future research]*

[*Example 1 – Information shared]*

Your de-identified information may be used or shared with other researchers without your additional informed consent.

[*Example 2 – Information not shared*]

Your de-identified information will not be used or shared with other researchers.

[*Insert one of the following to explain any other potential risks of participation*]

[*Example 1*]

There are no other expected risks of participation.

[*Example 2*]

There is also a risk…[*explain risk, e.g., ‘that hearing these questions will make you feel uncomfortable’*]

Participation is voluntary. If you decide not to participate, there will be no penalty or loss of benefits to which you are otherwise entitled. You can, of course, decline to [*discuss any issue, answer any question, etc.*], as well as to stop participating at any time, without any penalty or loss of benefits to which you are otherwise entitled.

If you have any additional questions concerning this research or your participation in it, please feel free to contact me, my [*dissertation, thesis, etc.*] supervisor or our Institutional Review Board or research office at any time.”

*(The respondent will be given an information card, when applicable, containing name, institutional affiliation, and contact information.) [See also sample text for card]*

[*Insert the following when taping the interaction*:]

“I would like to make a tape recording of our discussion, so that I can have an accurate record of the information that you provide to me. I will transcribe that recording by hand, and will keep the transcripts confidential and securely in my possession. I will erase the tape after I transcribe it. [or not how long you will keep the recordings]”

“Do you have any questions about this research? Do you agree to participate [*Insert also the following when applicable: ‘and may I record our discussion’*]?

Would you like a copy of this consent procedure and study protocol sent to you? If so, how?

If so, let’s begin….”