

When obtaining consent for telephone surveys, the researcher should describe how the consent process will be documented (such as logging the date, time, and name of a caller, a note that the prescribed script was used, and a record of the participant's response). The following information should be included in the telephone script:

1. A statement to the effect that the individual is being invited to participate in a research project.
2. A comprehensible statement of the nature of the research project, the identity and institutional affiliation of the researcher, a description of the type of question to be asked, and an accurate estimate of the time entailed.
3. If the questions are sensitive, or there are other risks entailed by participating, these should be clearly outlined.
4. A clear statement that participation is voluntary and may be withdrawn without penalty.
5. A clear statement that participation is anonymous and confidential (if it is not, then the steps taken to maximize the anonymity and confidentiality of responses should be described).
6. A brief description of how the findings will be disseminated (this is necessary only if the findings will be disseminated in vehicles other than journal articles and conference presentations).
7. A statement to the effect that the individual may contact either the researcher or the Ethics Office at the University of Saskatchewan with questions or concerns (if the respondent desires, the numbers should be provided).
8. Wherever possible, a written copy of the consent protocol complete with contact information should be provided to respondents. Alternatively, the researcher can sign a form to indicate that the Consent Form/Cover Letter was read and explained to the participant before receiving the participant's consent, and the participant has knowledge of the research project and appeared to understand it. Please explain how this will be handled, or why it is not feasible for your study. When a written copy is not provided, at the termination of the survey participants should be reminded of whom they may contact with questions.