Note: This document is intended to be used as a template and must be updated to be specific to your research project. Instructional text is presented inblue emphasis font. Please delete any instructional text and any information that is not applicable to your research project prior to REB submission.

# **Telephone Recruitment Script**

P = Potential Participant; I = Interviewer

**I** **–** “Hello, may I please speak with ***[insert name of potential participant]***.”

* *If the potential participant is not home, ask if there is a better time to call.* Note: It’s not recommended to leave a message as it may be a confidential matter you are calling about that may not be apparent to you
* *If they are home, continue with the conversation*

**P –** Hello, ***[name of potential participant]*** speaking. How may I help you?

**I –** “Hi, ***[insert the name of the potential participant here]***My name is insert name and I am a(n) undergraduate/graduate student in the insert department at Wilfrid Laurier University.

I am currently conducting research under the supervision of insert supervisor's name on insert lay description of study purpose. I received your contact information from insert method of obtaining contact information. As a part of my research, I am conducting interviews/focus groups/ a survey with insert description of participant group*.* Given your role as/experiences with/expertise in… etc., I feel that you are well suited to provide insight into this topic and I would like to invite you to participate in this study. Is this a convenient time to give you further information about the study?

**P –** No, could you call back later? ***[Agree on a more convenient time to call person back]***

*OR*

**P –** No, I’m not interested. ***[Thank them for their time and say good-bye]***

*OR*

**P –** Yes, could you provide me with some more information regarding the study you will be conducting?

**I –** Participation in the study would involve insert summary of what participants will be asked to do, time commitment, and location. If applicable, include the following details:

* + Describe the timeline and planned dates for study participation
	+ Provide additional details on the methods (e.g., remote vs. in-person)
	+ Provide examples of questions
	+ Provide details on how data will be collected and/or recorded
	+ Provide details on how you will maintain privacy and confidentiality in the collection and storage of data and dissemination of results
	+ Provide details on incentives

Participation in this study is voluntary and the final decision about participation is yours. This study has been reviewed and received clearance through the Wilfrid Laurier University Research Ethics Board under REB approval ####. Do you have any questions? ***[Answer any questions they may have]***

If you would like additional information to assist you in reaching a decision about participation, please feel free to contact me at insert Laurier contact information or my supervisor insert supervisor's name at insert supervisor's Laurier contact information.

With your permission, I would like to e-mail/mail you an informed consent form which has all of these details along with contact names and numbers on it to help assist you in making a decision about whether to participate in this study. Is this okay with you?

**P –** No thank you. ***[Thank them for their time and say good-bye]***

*OR*

**P –** Sure ***[get contact information from potential participant i.e., e-mail address or mailing address]***.

**I –** Thank you very much for your time. May I call you in 2 or 3 days to see if you are interested in participating? Once again, if you have any questions or concerns, please do not hesitate to contact me.