**SAMPLE VERBAL CONSENT SCRIPT**

*This is a template of a verbal consent script which can be used to obtain participant consent when written consent is not feasible or appropriate. The template can be modified as required to suit the design of the research study. As the consent format is verbal, the script is much shorter than a usual participant information statement; however the script will need to include essential information to obtain informed participant consent.* ***The consent script should be written in simple language to ensure it can be clearly understood by the participant.*** *Information provided in italics needs to be completed and the italics deleted.*

1. **Introduction**

I am [name of investigator], from *[INSERT School/Faculty or Organisation].* I am conducting a research study about *[INSERT a brief description of the purpose, aims and significance of your research study in plain English].*

1. **Invitation**

I would like to invite you to participate in this research study. You will have already received a written Participant Information Statement *[state how PISCF was provided to participant, e.g., by email].* Before we go any further I need to let you know that participation in this research study is voluntary. If you do not want to take part, you do not have to. Are you happy for me to provide you with further information on the research study?

* If no, thank the participant for their time and end the consent process.
* If yes, proceed with the following information.

1. **Description of participation**

If you decide to take part in the research study, we will ask you to *[provide a description of the questions to be asked].* It should take approximately *[insert approx time]* to complete. We don’t expect the *[insert name of procedure/task]* to cause any harm or discomfort, however if you experience feelings of distress as a result of participation in this study you can let the research team know and they will provide you with assistance.

1. **Data storage and use**

During the research study we will collect information from you relevant to this research study. Your data will be kept for *[INSERT storage period]* after the project’s *[publication or completion]*. Your information will only be used for *[explain what the information will be used for and how it will be disclosed].*

Any information we collect from you will be stored and presented in research publications in a way that *will/will not* not identify you.

1. **Withdrawal from the research**

If you decide to leave the research study, we will not collect additional information from you. Any identifiable information about you will be withdrawn from the research project. Your decision not to participate or to withdraw from the study will not affect your relationship with UNSW Australia *[list the name/s of funding organisation/s].*

1. **Questions**

Do you have any questions in regards to the information that I have provided?

* If yes, answer any questions the participant may have
* If no, continue to collect consent.

The Participant Information Statement I sent you contains the details of the person for you to contact if you have any questions or complaints about the research study. Please let me know if you’d like me to send you another copy.

1. **Consent**

Now that I have explained what your involvement in the research study requires, do you provide your permission for me to audio record your agreement for consent?

If yes, start audio recording before asking:

1. Please confirm that I have provided you with a verbal description of what the research involves and you understand what your involvement in the research requires.
2. Please confirm that I have answered any questions you have raised in relation to the research.
3. Do you agree to provide your consent to take part in this research project?
4. Please state your name, the time, and the date for the recording.
5. End this recording of consent process.

[A new recording is to be commenced for the data collection so that the identifiable consent can be securely stored separately to the interview data]

If no, enter the responses to the below questions into an excel spreadsheet or a word document:

1. Please confirm that I have provided you with a verbal description of what the research involves and you understand what your involvement in the research requires.
2. Please confirm that I have answered any questions you have raised in relation to the research.
3. Do you agree to provide your consent to take part in this research project?
4. Please state your name, the time, and the date for the recording.
5. End this recording of consent process.

→ Commence with data collection.