

Oral/Verbal Consent Script Instructions

1. ***Use this template for exempt student-led interview research. Faculty may also use these scripts with appropriate edits.***
2. ***Delete these instructions before submitting this consent script to the IRB.***
3. ***Replace italicized directions/guidance (anything in this font color) with information specific to your study and reformat for consistency.***
4. ***Suggested language is provided. You may edit this language to align with your methodology and for the understanding of your subject population as appropriate. Any edits you make must still meet the standards for informed consent.***
5. ***Use plain language, generally at 8th grade reading level, that the subjects will understand. Resources for plain language revisions are provided on Solomon.***

Short Script

A short script is appropriate for informal polling on campus or other public areas.

1. Hi, my name is **[Student Name]**, and I'm a student in **[Course Name]** at Longwood University. I'm doing a short project about **[general topic, e.g., social media habits, campus study spaces, etc.]**.
2. If you are at least 18 years old, I'd like to ask you a few quick questions. It should only take about **[1–2 minutes]**. You don't have to answer anything you're not comfortable with, and you can stop at any time. I won't ask for your name or any personal information.
3. Your answers will only be used for my class project, and I won't share them publicly or connect them back to you.
4. Is it okay if we continue?

Longer Consent Scripts for Formal Interviews

Sample 1

1. Introduce yourself as a student doing a research project for a class **[identify the class]** and ask if they would be willing to help by participating in an interview.
2. Explain the purpose of your research: to collect stories and information on your topic using a list of open-ended questions rather than survey questions, i.e. to have a conversation in which they express their experiences and views.
3. Explain the methods of your research: that you will conduct an interview and will record it and that you are going to transcribe the recording and analyze it for ideas.
4. Explain that the research will be completely anonymous – no names or identifiers will be used – and the recording and transcription will be destroyed and deleted as soon as you are finished, except for their verbal permission to participate. It will only be used for **[a class paper? Presentation? Insight publication?]**.

5. Explain the risks: that the topic can be stressful and uncomfortable – and that their participation is completely voluntary, and they may withdraw their participation at any time and, if they do, their conversation will not be used.
6. Explain that you have been certified to conduct research with human subjects, that your project has been approved by the Longwood University IRB (Institutional Review Board), and ask their permission to interview them.

Sample 2

1. Hi, and thank you for taking the time to speak with me today. My name is **[Student Name]**, and I'm a student in **[Course Name]** at Longwood University. I'm working on a **[class]** research project about **[general topic, e.g., first-generation college experiences, media use, local food access, etc.]**.
2. I'd like to ask you a few questions about your experience with **[topic]**. The interview will take about **[X minutes]**, and you can skip any question or stop at any time. Your participation is completely voluntary.
3. I'm not collecting your full name or any identifying information unless you choose to share it. If you do, I will keep it confidential and won't include it in anything I turn in or present.
4. This interview is only for my class project and will not be published or presented outside of class.

OR

This interview is for a project that will be presented in class and at the Fall/Spring Research Symposium **[edit with correct details about presentation]**.

5. Is it okay if I record our conversation to help with my notes? The recording will not be transcribed, will only be used by me, and will be deleted once the project is complete.
6. Do you have any questions? If not, can I go ahead and start the interview?