

<b>UWO – HSREB &amp; NMREB</b>	<b>GUIDELINES</b>	<b>1-G-003</b>	<b>Page 1 of 1</b>
Effective date: January 1, 2002	<b>SURVEYS &amp; INFORMED CONSENT</b>		

All prospective subjects should have the opportunity to give informed consent before entering a research project. A written letter of information and signed consent form are not always practical nor required when the research presents minimal risk **and** the research tool is a telephone, mail or ‘on the spot’ survey or a questionnaire. In most instances, completion of the questionnaire or survey instrument will be accepted by the REB as evidence of consent to participate and a formal signed consent form will not be required.

In the case of telephone or ‘on the spot’ surveys, the person conducting the survey should verbally give prospective subjects an outline of the study and what participation entails. **A recruitment script containing the required information must be submitted with the protocol when the proposal is submitted for review.**

At a **minimum**, the verbal script should address the following topics:

	TOPIC	DESCRIPTION
1	<b>Identify Investigator</b>	Identify the investigator and their affiliation <i>In the event the potential participant asks for it, the interviewer must have readily available, the telephone number and/or contact information for:</i> <ul style="list-style-type: none"> <li>▪ the Principal Investigator</li> <li>▪ the person able to answer questions about the respondent’s rights as a research participant</li> </ul>
2	<b>Purpose of study</b>	Discuss the purpose of the study
3	<b>Tell the respondent what they will have to do.</b>	Indicate respondents will be asked to complete a survey over the telephone. Discuss the nature of the survey and how long the survey will take
4	<b>Voluntary participation</b>	Address the fact that participation is voluntary, respondents may refuse to participate, answer any questions or they may withdraw at any time.
5	Confidentiality & Anonymity	Be prepared to indicate how confidentiality and/or anonymity will be maintained should the respondent ask.
6	Risks and benefits	Identify the risks and benefits of participation if there are any.
7	Any thing else?	indicate if there is anything else that participation will entail  <i>(e.g. follow-up surveys)</i>
8	<b>Questions &amp; Consent</b>	<b>It is strongly recommended that interviewers ask the following questions before beginning the survey:</b> <ul style="list-style-type: none"> <li>• “Do you have any questions before we begin?”</li> <li>• “Do you agree to participate?”</li> </ul>