**“Hello, may I please speak with {insert the name of the potential participant here}.”**

If the potential participant is not available, ask if there is a better time to call. Do not leave a message as it may be a confidential matter you are calling about that may not be apparent to you. If they are available, continue with the conversation.

Introduce yourself as a student or faculty member conducting research.

**“Hi, {insert the name of the potential participant here} this is {insert your name here} {insert your role} calling from {department or relevant group} at Seneca College.”**

**“I am calling today to ask if you are interested in a research study that we are conducting. The study is being conducted by {insert the name of the Principal Investigator/lead researcher} and will look at {provide a brief overview of what the study is about, and what participation would entail}. Would you be interested in hearing more about this study?”**

If person says “no,” thank them for their time and say goodbye.

If person says “yes,” provide them with a detailed description of the study and what their participation would entail.

* Description of the study (research activities; potential risks, harms, discomforts; potential benefits; confidentiality information; withdrawal information)

At the end of the description, ask if they would consider participating. If “yes,” describe next steps. These may include:

* asking screening questions to confirm eligibility
* inquiring if the potential participants have any questions about the study
* providing information on how and when consent will be obtained and next steps

After all of the necessary information has been provided, end the conversation with the following:

**“Thank you for speaking with me today. My phone number is {insert phone number here}, and my email is {insert email here}. With your permission, I would like to email you an information letter which has all of these details along with contact names and numbers to help assist you in making a decision about your participation in this study.** (Get contact information from potential participant.) **Please contact me if you have any more questions, or would like to have more information about the study.”**

**“I will be in touch with you again soon regarding the consent process and next steps.”**