

Institutional Review Board

Outline for Introducing a Study Before Asking Individuals to Sign a Consent Form to Participate in Either an Interview or Focus Group

If you are planning to use a [Standard Adult Consent Form](#) or the [Adult Consent Form for Focus Groups](#), you must submit an outline or “script” that explains the study and participants’ rights before asking participants to sign a Consent Form. In the special circumstances where research participants are unable to sign a consent form, you must obtain oral consent by discussing the topics listed below.

Your introduction/explanation should include the following information:

- Your name, affiliation with Saint Elizabeth University (e.g. undergraduate student, graduate student, faculty member). You could also include your professional association, if relevant.
- The topic of the research study, the length of time involved, and the location of the interview/focus group.
- Emphasis that participation is voluntary, so participation in this study will not result in any direct benefit or penalty. Also explain that participants may withdraw consent and discontinue participation in the study at any time. Finally, explain that participants may decline to answer any question.
- Clarification that you will not use a participant’s name. Even if one participant is willing to have his or her name used, other participants may be identifiable if you use one or some participants’ names.

Submit an outline of what you will say to research participants to explain the four topics listed above. You may choose to provide this information orally or in an introductory letter/email.

In you are using written communication for your introduction, include a copy of the Consent Form. You can indicate in your written communication that participants can bring a signed copy to the interview/focus group or they may want to ask you some questions before signing the Consent Form.

Submit your outline with your [Submission Form](#).