**TELEPHONE RECRUITMENT SCRIPT TEMPLATE**

This is a guide to developing a script for recruiting research participants by phone. Please modify this template to suit your research study.

* *Introduce yourself by name and position (e.g., student, research coordinator, faculty member, etc.) conducting research. Where the call is being made on behalf of an AHS clinician custodian (e.g., where a potential participant is a patient), this needs to be clearly stated.*

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

* *If the potential participant is not home, ask if there is a better time to call. Do not leave a message, research participation is confidential. If the potential participant is home, continue with the conversation*

**“Hi, {insert the name of the potential participant here} this is {insert your name here} calling from the office of {insert the PI/lead researcher’s and/or AHS clinician custodian’s name here}.**

**“I am calling today to ask if you are interested in a research study that we are conducting. The study is being conducted by Dr. {insert the name of the PI/ lead researcher /AHS clinician custodian here} 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 good-bye*
* *If person says “Yes”, provide them with a description of the study and what their participation will entail.*
* *At the end of the description, ask if they would consider participating. If “Yes” describe the next steps. These may include:*
	+ *asking screening questions to confirm eligibility*
	+ *providing the person with information on how and when consent will be obtained*
	+ *providing information on when the next study contact will occur and who will be making contact with the participant*
* *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}. Please contact me if you have any more questions or would like more information about the study.”**