**PEPPERDINE UNIVERSITY**

***(School Affiliation)***

|  |
| --- |
| **VERBAL CONSENT TO PARTICIPATE IN RESEARCH** |

**Note: PLEASE USE SECOND PERSON, SINGLE-SIDED, SINGLE-SPACED. DELETE INSTRUCTIONS IN BOLD PRIOR TO SUBMITTING THIS DOCUMENT)**

* **This model is flexible based on the type of research.**
* **Use language and simple sentences understandable to the average 8th -grader. If subjects don’t understand the study or procedures, they may not agree to participate.**
* **Instructions are provided below in bold, with example wording.**
* **Delete the instructions and, where applicable, the examples. Revise the document to be consistent with your study/procedures.**

**(INSERT TITLE OF THE STUDY)**

As you know, I am a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e. sociologist) from the Pepperdine University, (School Affiliation). I am conducting a study on \_\_\_\_\_\_\_\_\_\_\_\_\_, and I would like to ask you some questions about that. If at any time during our talk you feel uncomfortable answering a question please let me know, and you don’t have to answer it. If at any time you want to withdraw from this study please tell me and I will erase the tape of our conversation. I will not reveal the content of our conversation beyond myself and people helping me whom I trust to maintain your confidentiality. I will do everything I can to protect your privacy, but there is always a slight chance that someone could find out about our conversation.

I am [*name of investigator*], from Pepperdine University [*School Affiliation and status; if student, indicate that you are working on your thesis or dissertation*]. I am conducting a research study on **[*state topic of research*].** The research will help me understand **[*state expected benefits to participants and to society from this research***].

Today you will be participating in a **[*individual phone interview, focus group, etc****.*], which should take approximately **[*state time needed to complete activity*].** Your participation is voluntary. If you do not wish to participate, you may stop at any time. Responses will be **[*describe confidentiality procedures – e.g. responses will be completely anonymous; your*** *name* ***will not appear anywhere in the final write up; I will assign you a pseudonym, etc.*].** There are minimal risks associated with this **[*activity*].** Taking part in this [*activity*] is your agreement to participate. **[*If this is a group interview, the following language needs to be included: “During the group interview, I will not be able to guarantee confidentiality because we will be discussing information as a group. Therefore, if you would feel uncomfortable with any of your statements being shared with others in or outside the group, please do not share them during the process.*]** If at any time during our talk you feel uncomfortable answering a question please let me know, and you don’t have to answer it. If at any time you want to withdraw from this study please tell me. I will do everything I can to protect your privacy, but there is always a slight chance that someone could find out about our conversation.

If you would like a copy of this letter for your records, please let me know and I will **[*give you a copy now; email, mail, or fax it to you, etc.*].** If you have any questions regarding the research, contact **[*give name, department, phone number, and department address if applicable****.* ***Include advisor name/phone if student, and identify as advisor*].** If you have any questions regarding your rights as a research subject, please contact Dr. Judy Ho*,* Chairperson of the Graduate & Professional Schools Institutional Review Board at Pepperdine University 6100 Center Drive Suite 500 Los Angeles, CA 90045, 310-568-5753 or [gpsirb@pepperdine.edu](mailto:gpsirb@pepperdine.edu).

Now I would like to ask you if you agree to participate in this study, and to talk to me about (\_\_\_\_\_\_\_\_\_.)