



TELEPHONE CONTACT FORM

If the study involves a telephone interview or survey where initial contact is made by random digit dialling (e.g. the researcher does not have the name, address, or telephone number prior to contact, complete items 1 to 4. If not, you are the end of the forms.

1. Telephone contact makes it impossible for a signed record of consent to be kept. Indicate why you believe that such contact is necessary to achieve your research objectives.

2. Include a copy of the proposed 'front end' script of your telephone interview. Please check each item on the following list before submission of the Application for Ethic Review to ensure that the front-end covers as much as possible of the normal consent procedures.

- Identification of the fieldwork agency, if applicable.
- Identification of the research.
- Basic purpose of the project.
- Nature of the questions to be asked, especially if sensitive questions are to be asked.
- Guarantee of anonymity and confidentiality.
- Indication of right of refusal to answer any question.
- An offer to answer any questions before proceeding. (See below, item 3)
- A specific inquiry about willingness to proceed.

3. Indicate how interviewers will be trained to answer respondents' questions. Investigators should prepare and submit 'scripted replies', which may cover, but are not necessarily limited to:

- The means by which the respondent was selected.
- An indication of the estimated time to be required for the interview.
- The means by which guarantees of anonymity and confidentiality will be achieved.
- An offer to provide the name and telephone number of a person who can verify the authenticity of the research project. This person shall not be the Research Administration Officer or any person in the Office of Research Services. (Note: Investigators should be prepared, should potential respondents request it, to provide the name of a person outside the research group.

4. Sensitive Subject Matter: Respondents should be forewarned of such questions. It is not always practical to do so as part of the interview's front-end. Warnings can be placed later in the interview and can take a naturalistic form as long as their content specifically refers to the sensitive matter. Indicate how you propose to deal with sensitive items, if any, in the interview.