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| Recruitment Script Template Version 1.1, 4/14/2023**GENERAL INSTRUCTIONS** – delete this box from the submitted scriptThis template is used to create a guide to follow when conducting recruitment interactions with potential subjects. The IRB understands that this type of recruitment conversation is a human interaction, and thus the expectation is not that the script must be followed verbatim. However, the overall content and order of operations should be followed. Use this template to create a screening script for your study as follows:* Red text represents instructions to you – to be deleted from the final version. For example, when a sentence starts with “[Include if…],” you should read the red bracketed phrase, and either delete the whole sentence if not applicable to your study, or delete just the red bracketed phrase and retain the sentence if applicable to your study.
* Blue text represents guidance on suggested content – to be edited and changed to black or replaced with black in the final version.
* Black text represents text that should ordinarily be incorporated as-is, if applicable. The headings and the bulleted responses are required but are not read to the potential subject.

The submitted version should have no red or blue text (including instruction boxes like this one) |

**Recruitment Script Template for**

**Investigator Initiated In-person Contact**

**1. Introduction of Investigator or Research Assistant**

[Include if unknown individuals are approached; otherwise, delete paragraph] Excuse me, sir/madam?

[Include if specific people are approached; otherwise, delete paragraph] Excuse me, are you Mrs. Smith?

Do you have a minute? My name is name*.*

I am a nurse, physician, study coordinator at Boston Medical Center, Boston University and I am working on a research studywith name of the PI.

You received information about this study describe how and when, e.g. in your admission packet the day you came to the hospital, from the brochure the admission nurse gave you, from your doctor during your pre-op visit yesterday

**2. Immediate opportunity to opt-out**

I’m here to follow up on the brochure, the flyer, the conversation with your doctor and to see if you are interested in hearing more about our study. You should be aware that research is totally separate from the care you are receiving. Also, whether or not you decide to hear more about the research won’t affect your care in any way.

Is it OK for me to continue?

* If individual says “no, not interested” then recruiter will stop, say “thank you” and not continue.
* If he/she says yes, then recruiter will continue or make plans to revisit at a more convenient time.

**3. Why potential subject was selected**

I’m asking you about being in the study because state selection criteria; for example, we are approaching every mother whose baby is in the NICU, we are looking for men between the ages of 40 and 70 who might have high cholesterol.

**4. Whether he/she is interested in hearing more details.**

So, are you interested in hearing some details about the research study?

* If individual says “no, not interested” then recruiter will stop, say “thank you” and not continue.
* If he/she says yes, then recruiter will begin the consent process