

# Participant Screening Verbal Script

## SECTION 1: INTRODUCTION

**Instructions for Researcher:** Read the following script to the participant.

**Script:** "Hello, my name is [Name] and I am a researcher with [Department] at [Institution]. I am calling regarding your interest in our study titled [Study Title]. Before we begin, I need to ask you a few questions to see if you are eligible to participate.

- This screening will take approximately [Number] minutes.
- Your participation is voluntary. You can skip any question or stop at any time.
- If you are ineligible, this information will be destroyed. If you are eligible, it will be kept as part of your study record.

Do I have your permission to proceed with these questions?

## SECTION 2: PRELIMINARY ELIGIBILITY

**Instructions for Researcher:** Questions in this section should be related to population characteristics. If a person answers "No" to any of the following, stop the screening.

Question 1

Question 2

Question 3

## SECTION 3: INCLUSION AND EXCLUSION CRITERIA

**Instructions for Researcher:** Questions in this section should be related to specific sampling requirements and questions that determine if it is safe for the person to participate. A person must answer YES to all Inclusion questions and NO to all Exclusion questions to proceed. If the question is related to the safety of the person, it is appropriate to make the question "required" (e.g., it cannot be skipped).

Inclusion Criterion 1

Inclusion Criterion 2

Exclusion Criterion 1

Exclusion Criterion 2

## **SECTION 4: SENSITIVE INFORMATION (OPTIONAL SECTION)**

**Instructions for Researcher:** Avoid questions that are not directly related to determining eligibility. If the question is sensitive and must be responded to determine eligibility, consider presenting the eligibility criteria and asking only if the person meets those criteria (Option B) rather than asking each question and requiring a response (Option B).

**Script Option A:** The next few questions ask about [Topic]. Some people find these questions personal. Would you like to continue?

Sensitive Question 1

Sensitive Question 2

**Script Option B:** There are some additional requirements for people taking part in our research. I'd like to read a list of conditions. Tell me if you have any of the following conditions. You don't need to tell which of the conditions you have, just tell me YES. Would you like to continue?

Condition 1

Condition 2

Condition 3

## **SECTION 5: DETERMINATION AND RECORD KEEPING**

**Instructions for Researcher:** Explain the results based on their responses. There are three typical results: eligible, ineligible or unable to determine.

### **Script Final Eligibility Status:**

Based on what we've discussed today, you are [state eligibility determination].

Option 1: If eligible, provide next steps for enrollment.

Option 2: If ineligible, repeat that you will be destroying any documentation related to the information they provided today.

Option 3: If eligibility cannot be determined, explain the next steps.