Recorded Interview Consent Template

Date:

Dear:

I am a professor [or a graduate student under the direction of professor] in the [Enter University Department] Department at The [Name of Institution]. I invite you to participate in an interview as part of a research study being conducted under the auspices of the [Enter University Name]. [Enter sponsor of study]and entitled [Enter name of study]. The purpose of this study is [Enter purpose of study].

\*\* If appropriate, include a statement requiring participants to be 18 years of age or older.

Your participation will involve [Explain the procedures] and the interview will be audio tape recorded. It should only take about [Enter estimate of time commitment]. Your involvement in the study is voluntary, and you may choose not to participate or to stop at any time. The results of the research study may be published, but your name will not be used. In fact, the published results will be presented in summary form only. Your identity will not be associated with your responses in any published format.

The findings from this project will provide information on [Explain expected practitioner value] with no cost to you other than the time it takes for the interview.

If you have any questions about this research project, please feel free to call me [Enter your contact information and/or contact information of your faculty sponsor] at (area code) [phone number] or send an e-mail to [Enter email address]. Questions about your rights as a research participant or concerns about the project should be directed to the Institutional Review Board at Northern Oklahoma College, Office of Institutional Planning and Research.

I would like to audio-tape this interview. Do I have your permission to audio-tape the interview?

Thanks for your help!

Sincerely,

[Enter Researcher's Name]

[Enter Researcher's Title]