



REMOTE CONTACT FORM
For Recruitment of Subjects by Telephone or Internet

To be completed if your study involves a telephone interview or survey where initial contact is made remotely.

1. Principal Investigator (or Student Supervisor)	2. OC Department/Faculty
3. Title of Project	
4. 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.	
5. Include a copy of the proposed introduction to your telephone/internet interview. Please check each item on the following list before submission of the Application for Ethics Review to ensure that the introduction covers as much as possible of the normal consent procedures. <ul style="list-style-type: none"><input type="checkbox"/> Identification of researcher.<input type="checkbox"/> Identification of institution.<input type="checkbox"/> Basic purpose of project.<input type="checkbox"/> Nature of questions to be asked, especially if sensitive questions to be asked.<input type="checkbox"/> Guarantee of anonymity and confidentiality.<input type="checkbox"/> Indication of right of refusal to answer any question.<input type="checkbox"/> An offer to answer any questions before proceeding (see below, item 6)<input type="checkbox"/> A specific inquiry about willingness to proceed.	

6. 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 should not be from the Research Ethics Board Office. (Note: Investigators should be prepared, should potential respondents request it, to provide the name of a person outside the research group.)

7. 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.