**Sample Recruitment Phone Script**

Below is a sample recruitment phone script that was used for a real study. We’ve provided this script as a guide only. ***If you choose to use it, tailor this script for your study.*** Visit our website for more information on [recruitment materials](http://irb.ucsf.edu/recruitment).

**Study Team:** Good afternoon, may I please speak with [*name*]?

*If the Person is not available: Thank the person who answered and say goodbye.*

*If the Person is available: First confirm that you are speaking to the correct person.*

**Study Team:** This is [*name*] calling from the UCSF [*name of group*]. I am

a [*physician/researcher/coordinator*] working with Dr. [*UCSF researcher’s name*].

Is this an Ok time for you to speak?

*If the Person says “No” or “I’m not sure”*

**Study Team**: Okay. [*Ask if you can schedule another time to talk. If the person is not sure or seems hesitant, thank him/her and say goodbye.*]

*If the Person says “Yes”*

**Study Team:** Great. I wanted to let you know about a new study for patients who have [*disease or condition being studied*]. You may recall you filled out a questionnaire when you were first seen at UCSF’s [*name of clinic*]. In the questionnaire, you indicated that you were interested in future research studies. Would you like to hear more about this study?

*If the Person says “No” or “I’m not sure”*

Study Team: No problem. You had indicated in one of the questionnaires back on [*date*] that you are interested in hearing about future research studies. I wanted to make sure you had the opportunity to learn about any study we have at the UCSF [*name of clinic*]. Thank you for your time.

*If the Person says “Yes”*

**Study Team:** As you know, you have [*condition*] but no one knows what causes [*condition*] or why some people get it. We think that it may be caused by [*lay language description of cause*]. Certain genetic mutations also may put some people at increased risk of developing [*condition*].

This new study is recruiting patients diagnosed with [*condition*] to collect a blood sample and a sample from the lungs, using a procedure called bronchoscopy. Bronchoscopy is a procedure commonly used in clinical practice for patients with your disease to collect a fluid sample from the lungs. It does not entail taking a biopsy of the lungs. The lung fluid sample will then be used to test for molecules in the environment that may cause [*condition*], and the blood sample will be used to look for genetic mutations that may increase the risk of developing [*condition*].

The study includes [*number of visits*] visits to UCSF. The first visit will be done to make sure you qualify for the study and to perform some tests. The second visit is to perform bronchoscopy and collect a blood sample. You will not receive any new or experimental treatments as part of the study.

I am happy to send you a consent form to look over if you would like to know details about this research study. The consent form is a document that tells you what your rights are as a participant, what the study is about, and the risks and benefits of participating.

*If the Person is interested in receiving a copy of the consent form:*

**Study Team:** Does email work for you?

If the Person says “Yes” ask for their email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Study Team:** Thanks, I got that. I will email you a copy of the consent form. Please feel free to look it over and discuss with friends and family. You can contact me with any questions too. I will check back in with you in a few days as well.

Do you have any questions for me at this time?

*Answer any questions patient may have.*

It was nice speaking with you, and we will be in touch.