Telephonic Consent

Modified: February 2017

Background:

The IRB must approve the use of telephonic consent as part of your routine consenting process. Unanticipated telephone consent may be allowed for certain situations, but if you perceive the need for a telephone consent process as a standard part of your research, you will need to submit a revision to your study.

Q: What is the procedure for obtaining informed consent over the phone?

• The potential participant must have the informed consent in their possession at the time of the phone consent.
  o If using postal mail, send the potential participant two copies of the consent with a return, self-addressed stamped envelope.
  o If sending via email, complete the Privacy Authorization email requirements (http://privacy.health.ufl.edu/EmailAuthorization/index.shtml), then scan and email the consent to the potential participant.

• Set up a time with the potential participant to discuss the consent form and verify that they have received the consent form and have had time to read it. Discuss the study and participation via phone, and then document the conversation.

• If the potential subject wishes to participate, ask the participant to sign one copy, and return the entire, signed copy of the consent form to you via the enclosed envelope. If the document will be received by fax, the entire signed copy of the consent document must be faxed back to you. When the consent form is received, it is signed and dated (use the date received, not the date of the phone consent) by the person performing the phone consent document receipt (i.e. add an addendum to your phone consent note or create another “Note to File”), and then you can commence study procedures.