

## VERBAL INFORMED CONSENT SCRIPT

**When to use:** Start of Class 1, before any study procedures begin

**How to use:** Read to participants

Good afternoon and welcome. This series of classes on ways to manage your diabetes is a part of a research study at The Ohio State University. We would like to invite you to participate in this study by completing three surveys. These surveys will help us know the impact Dining with Diabetes has on your knowledge, intentions, behaviors and outcomes related your health.

You will be asked to complete a survey immediately before our first class today, after the third class, and 3-6 months following the conclusion of the program. Each survey takes ten to fifteen minutes to complete. The survey completed before and after the program will be done using paper and pencil. The follow up survey will be done in person or over the telephone. After the last survey is over, there is no further time obligation.

Your responses will remain confidential. You will be assigned an identifier code to write on your surveys. A list linking the code to your name and contact information will be kept and secured by the Extension Educator. After all three surveys are completed, the list will be destroyed. At no time will a third party be able allowed to access this list.

Your participation is voluntary, you can refuse to answer questions that you do not wish to answer, and you can refuse to participate or you can withdraw at any time without penalty.

For questions, concerns, complaints, or if you feel you have been harmed as a result of study participation you can call the Ohio State University Extension office at 614-292-9613.

For questions about your rights as a participant in this study, or to discuss other study-related concerns or complaints with someone who is not part of the research team, please contact Ms. Sandra Meadows in the Office of Responsible Research Practices at 1-800-678-6251.

Does anyone have any questions about the study? If you feel comfortable with all the information and are willing to participate, let's get started with the first survey.

## SURVEY SCRIPTS

***When to use:*** before ***Class 1***, end of ***Class 3***, and ***6 month follow up in person***

***How to use:*** Read to participant while passing out the corresponding questionnaire

Today there is one questionnaire to complete. I will pass it out now. Please complete each question. There are no right or wrong answers. We expect that you will have differing points of view. It's important for you to tell us **your** honest opinions and not just what you think we want to hear. We're interested in hearing from each of you. Remember, none of your answers will be identified by name.

***When to use:*** ***6 month follow up over the phone***

***How to use:*** Read to participant before starting any data collection

Hello, thank you for participating in the research study by attending the Dining with Diabetes classes several months ago and completing the surveys. I am calling today to complete the follow-up questionnaire. Do you have 10-15 minutes for me to ask you the questions? (If no, ask for a better day and time to call back). Great. Keep in mind there are no right or wrong answers. It's important for you to tell us **your** honest opinions and not just what you think we want to hear. Let's get started...

(Each question and the available responses will be read to the participant.)

***When to use:*** ***6 month follow up by mail***

***How to use:*** Include in a cover letter to be mailed with the questionnaire and SASE

DATE

Dear PARTICIPANT,

Hello! Thank you for participating in the research study by attending the Dining with Diabetes classes several months ago and completing the surveys. We enjoyed having you in our class. As you may remember, we said we would be contacting you one more time to complete a follow-up survey. That is why you are receiving this letter. Along with this letter, I have included a survey. Please complete the survey and return it using the envelope with our address. We have put postage on this envelope so it will not cost you anything to mail it. Simply complete the survey, place it in the envelope, seal the envelope, and put the envelope in the mail.

Keep in mind there are no right or wrong answers for the survey. It's important for you to tell us your honest opinions and not just what you think we want to hear. Your responses will help us prepare for future classes and make our program better! Thank you!

Sincerely,

EDUCATOR

EDUCATOR CONTACT INFORMATION