HELLO-- I am a [describe who you are, including university affiliation, e.g.,
student in at Binghamton University]. We are conducting research [describe
project and method of data collection, e.g., telephone survey, etc.].

You are being contacted because [explain why you are calling, e.g., random
survey, resident of Binghamton, listed in yellow pages].

Your decision whether or not to participate will not prejudice your future relations
with the [Institution] and the [named cooperating institution, if any]. If you decide
to participate, you are not obligated to answer all questions, and may stop at any
time.

If you agree, I would like to ask you some questions about [describe nature of
survey]. The survey should take [specify amount of time]. Your responses [are
[confidential and will be grouped with other people who are called] [are not
confidential]

Do you have any questions about the research project? May I proceed with the
first question?