**Recruitment Template: Email, Letter, or Verbal Script**

The IRB has provided a recruitment template on the next page for your convenience. You are not required to use it, but if you do not, your recruitment information may be incomplete, which will result in IRB revision requests and delayed approval.

Information in your recruitment document(s) should be organized to facilitate comprehension.

Please note the following:

1. Text in [brackets] represents information about your study that you must add. Your study information should be written in plain language.
2. A backslash indicates that you must make a selection depending on your study procedures (e.g., “will/will not” or “I/we”).
3. Additional instructions or sample text are provided in boxes.
4. Before you submit your recruitment document(s) to the IRB, delete this cover page, brackets, and boxes. The finished document should reflect what you will give to prospective participants.
5. Please follow the **instructions in blue** below, revising or providing the information in **red**. You will need to remove the instructions as you go, including these instructions. The font color of your completed document should be **black**.
6. If your study will involve multiple types of participants requiring different recruitment documents, use a file name for each recruitment document that clearly identifies the type of recruitment and the intended audience (e.g., teachers recruitment email, students recruitment letter, etc.).

For questions about consent, please contact the IRB at [irb@liberty.edu](mailto:irb@liberty.edu).

For more information on plain language, go to <http://www.plainlanguage.gov/>.

[Date]

[Recipient]  
[Title]

[Company]

[Address 1]   
[Address 2]  
[Address 3]

The date and recipient address information included above is for recruitment letters that you will mail to potential participants. You may remove it if you plan to email your recruitment information or provide it verbally.

Dear [Recipient]:

As a [student/graduate student/faculty member] in the School of [\_\_\_] [Provide the name of your academic school (e.g., School of Education or School of Divinity).] at Liberty University, [Select the appropriate sentence:] [I am conducting research as part of the requirements for a \_\_\_ degree]—OR—[I am conducting research to better understand \_\_\_]. The purpose of my research is to [brief summary of research question(s)], and I am writing to invite eligible participants to join my study.

[Provide **information about participant criteria**:] Participants must be [18 years of age or older (if applicable)], [include any additional eligibility criteria here.]. Participants, if willing, will be asked to [List your **research procedures**, *excluding* screening. Be sure to list member checking if it will occur.] It should take approximately [time estimate] to complete the procedure[s] listed. [If desired, you may remove the previous sentence and list time estimates alongside each procedure (e.g., take a survey (10 minutes))]. [Select the appropriate sentence:] [Participation will be completely anonymous, and no personal, identifying information will be collected.]—OR—[Names and other identifying information will be requested as part of this study, but the information will remain confidential.]

Be sure to list all study procedures, preferably in order, and include either expected time estimates for each procedure or an overall time estimate for total participation. Screening is not considered a study procedure, so it should be discussed in the below paragraph.

[Provide **instructions on how to participate** by editing the following sentence. Include additional sentences/information as needed:] To participate, please [click here (include hyperlink to online survey)]/complete the attached survey and return it by [handing it to \_\_\_\_\_/placing it in the provided envelope/etc.]/contact me at [phone number/email address] [for more information/to schedule an interview/etc.]/sign and return the attached parental consent document to your child’s teacher/school].

Unless you will address your recruitment document to parents, **information about your consent form should not be included in the above paragraph**. Instead, discuss your consent process in the next paragraph.

[Provide **information about your consent document/information** by editing the following sentence(s).] A consent document [is provided as the first page of the survey/is attached to this [letter/email]/will be sent home with your child/will be given to you [at the time of/one week before/etc.] the [interview/focus group/etc.]]. The consent document contains additional information about my research. [Select the appropriate sentence:] [Because participation is anonymous, you do not need to sign and return the consent document unless you would prefer to do so.]—OR—[If you choose to participate, you will need to sign the consent document and return it to [me at the time of the [interview/focus group/etc.]]/[your child’s [school/teacher—Name the specific location in the school or teacher.]]—OR—[After you have read the consent form, please click the [button/link] to proceed to the survey. Doing so will indicate that you have read the consent information and would like to take part in the survey.]

[If you plan to compensate your participants, please include and complete the following sentence; otherwise, remove it:] Participants [may/will] [receive/be entered in a raffle to receive] [list compensation/prize(s)].

Sincerely,

[Your Name]  
[Your Title]

[Your phone number/email address]