**Recruitment Template: Flyer**

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/>.

**Research Participants Needed**

**[Insert your study title here.]**

Immediately below, include questions applicable to your participant criteria.

* [Example: Are you 18 years of age or older?]
* [Additional criteria?]
* [Additional criteria?]

If you answered **yes** to [either/each] of the questions listed above, you may be eligible to participate in a research study.

Immediately below, write a **brief** description of the purpose of your study.

The purpose of this research study is to [. . . .]

Immediately below, provide information about your study procedures.

Participants will be asked to [. . . .]

Immediately below, provide information about any potential, direct benefits to participants and any compensation, if applicable.

Benefits include [. . . .]

Participants will [receive a $-- Visa gift card/be entered in a raffle for a . . . ./etc.]

Immediately below, provide instructions for what interested individuals should do if they would like to participate.

If you would like to participate, [please click here [include hyperlink to online survey]]/[scan this QR code [insert code below] and complete the survey]/[contact the researcher at the phone number or email address provided below.]

Immediately below, provide information about your consent form.

A consent document [is provided as the first page of the survey/will be given to you [at the time of/one week before/etc.] the [interview/focus group/etc.]].

[Insert your name], a [student/doctoral candidate/faculty member] in the [Insert the name of your academic department.] School of [ . . . ] at Liberty University, is conducting this study.

**Please contact [Insert your name.] at (000) 000-0000 or [ . . . ]@liberty.edu for more information.**

Liberty University IRB – 1971 University Blvd., Green Hall 2845, Lynchburg, VA 24515