**Recruitment Template: Flyer**

For your convenience, a recruitment template is provided on the next page. You are not required to use the template, but if you do not, you may inadvertently leave out important information, which will result in IRB revision requests and delayed approval.

The contents of the recruitment template have been organized to facilitate comprehension. Additionally, your study information should be written in plain language. For more information on plain language, go to <http://www.plainlanguage.gov/>.

Please note the following:

1. Text in [brackets] represents information about your study that you must add.
2. A forward slash (/) indicates that you must select an option specific to your study (e.g., “will/will not” or “I/we”) and remove the remaining option(s).
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, all brackets, and the boxes. You’ll also need to remove any extra spaces created when the boxes were removed.
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. The finished document should reflect what you will use for prospective participants.
7. **Your completed recruitment flyer should be no more than one letter-sized page in length.**
8. If your study will involve multiple types of participants who will complete different procedures (e.g., teachers who will be interviewed and take part in a focus group and administrators who will complete a survey), you will need to create different recruitment documents for each participant group.
9. When you save your newly created recruitment documents, please use a file name for each that clearly identifies the type of recruitment and the intended audience (e.g., recruitment(teachers)(flyer), recruitment(students)(flyer), etc.).

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

**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 [Retain the applicable option.] [either/both/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, preferably in order, and include expected time estimates for each procedure. Examples are provided.

For qualitative studies, if participants will be asked to review their interview transcripts, the developed themes, etc. to check for accuracy or confirm agreement (i.e., member checking), please list this as a procedure and include a time estimate. If you include the term *member checking*, be sure to include a description to allow for participant understanding.

Screening is not considered a study procedure, so **it should not** be discussed in the below paragraph.

Conclude the paragraph by choosing the applicable sentence and removing the inapplicable sentence. If participation will be anonymous, **you** will not be able to link participants to their data.

Participants will be asked to do the following: [List your study procedures.]

* [take an anonymous, online survey ([15/30/etc.] minutes)]/
* [take part in a one-on-one, in-person interview ([30 minutes/1 hour/etc.])/
* [take part in a focus group ([1 hour/etc.])]

[Retain the applicable 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 participant identities will not be disclosed.]

Next, discuss your consent process. To eliminate confusion, the contents have been separated, but you will need to **consolidate your consent information into a single paragraph** once you’ve selected the contents applicable to your study and removed the contents that are not applicable.

A consent document [Retain the applicable option.] [is provided as the first page of the survey (Only applicable for anonymous online surveys. Not applicable for stand-alone, online screening surveys.) /will be [given/emailed] to you if you meet the study criteria/will be sent home with your child/will be given to you [at the time of (Not applicable for minors.)/one week before/etc.] the [interview/focus group/etc.]].

If you plan to compensate your participants, please include the below sentence; otherwise, remove it. If you plan to conduct a raffle, be sure to confirm that they are legal in your state and the state(s) where your potential participants reside. If raffles are not legal, you will need to decide on an alternative means of compensation.

Participants [will receive a [$[amount] [type/store] gift card/be entered in a raffle to receive [list prize(s)].

Include information about who you are.

[Insert your name] [\_\_\_], a [student/graduate student/post-graduate/doctoral candidate/faculty member] in the [Provide the name of your academic school or department (e.g., School of Education, Psychology Department, etc.).] [\_\_\_] at Liberty University, is conducting this study.

Provide instructions about what interested individuals should do if they would like to participate. Please note, you **may not** include a QR code or the link to an online survey on a flyer used to recruit minors. You will need to obtain parental consent before providing survey access to participants under 18. Minors should be instructed to first contact you so you can provide instructions regarding the need for parental consent.

[Retain the applicable option.] [For more information/to participate/for your child to participate], please [Retain and, if needed, complete the applicable instructions, or provide you own.] [scan the QR code (insert code below) and complete the [screening survey/study survey]/[contact the researcher at [Retain your preferred option, provide your phone number and/or email address, and remove the options that are not needed.] phone number/email address/phone number or email address].

[QR code (if applicable)]