\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IRB TEMPLATE**

**RECRUITMENT, VERBAL SCRIPTS, FOLLOW-UP, & REMINDERS**

**Please Note**: Only unprotected PDF documents can be stamped by the IRB.

Various methods can be used to recruit and retain participants in any study. Depending on the situation, emails, letters, verbal scripts, follow-up, reminders or fliers may all be used in the process.

In addition to the templates below, our website also provides fliers and email, web-based and cover letter consent templates.

***Recruitment Email/Letter***

Dear [Name]:

I am conducting a research study on [purpose/brief explanation]. Participation will take [amount of time]. If you are interested [explanation of how they participate, i.e. contact the investigator, further instructions will follow in a separate email/letter, etc]. [Include compensation if any is being offered]. There are no known risks involved in this research [or state the risks if there are any].

If you have any questions, please let me know.

[Name and contact information of investigators]

***Verbal Script: Recruitment First Contact***

Hi! My name is [name] from Chapman University. I am conducting a research study on [purpose/brief explanation]. Participation will take [amount of time]. If you are interested [explanation of how they participate, i.e. contact the investigator, further instructions will follow in a separate email/letter, etc]. [Include compensation if any is being offered]. There are no known risks involved in this research [or state the risks if there are any]. If you have any questions, please let me know. You may reach the investigators at [contact information].

***Verbal Script: Consent Following Recruitment***

OPENING:

Hi! My name is [name] from Chapman University. I am conducting a research study on [purpose]. Participation would involve you [describe procedures] and will take about [length of time]. There are no known risks involved [or state the risks if there are any] and participation is voluntary.

Would you be interested in participating?

CLOSING:

Do you have any questions you would like answered now?

You may contact the researchers at [names and contact information for the investigators]. If you prefer to speak with someone else, call the CU Institutional Review Board (IRB) at 714-628-2833.

***Reminder Message: Research involving participation to occur at a specific time/location.***

This is a reminder that you have signed up to participate in a research study about [short explanation]. You are scheduled to complete the study on [date] at [time]. The study will be conducted at [location of participation]. If you have any questions, please contact [name of investigators] at [contact information].

***Reminder message: Completion of a certain study step***

This is a reminder that last week [or specific date] we sent you a survey link via email [or sent via mail]. The survey will be available for you to to complete until [date survey is no longer available]. If you have already completed the survey, we thank you for your time. If you have not completed the survey, we would greatly appreciate any input you could provide.

If you have any questions, you may contact me at [contact information for investigators].

Thank you,

[Name and contact information of investigators]