**Information and instructions for Researchers:**

Please download this template, which has been created to help you craft language for recruitment material, by providing written information to potential research subjects, via phone, online, or in-person.

The Informed Consent Process begins with recruitment. Information about the process and documentation can be found in the New School HRPP Policies and Procedures, in the [Criteria for IRB Approval (Expedited or Convened)](https://drive.google.com/file/d/0Byaeu3ALzC2ZRkctRF9lTk1JZlE/view?usp=sharing) section.

* Always update the date in the footer each time you make changes; this is imperative for version control.
* Please contact the HRPP for advice or help with recruitment language

In addition to suggested language, there are also prompts to help you craft information relevant to informing subjects. Please remove prompts/language not relevant to the research.

**------------------- (*Please delete instructions and remove highlighting before submitting*) ------------------**

**Recruitment**

**[Introduction]**

**[If Email]** I am writing to tell you about a volunteer opportunity to participate in a research study about <<summarize study purpose>>.

**[If Phone]** I am calling to tell you about a volunteer opportunity to participate in a research study about << summarize study purpose>>.

**[If Posting]** The <<clinic/ lab/ research facility name>> at The New School is looking for volunteers to participate in a research study about <<summarize study purpose>>.

**[Body]** This study is being conducted by <<PI first name and last name>>, <<student/ faculty/ staff/ postdoctoral fellow>> in the <<department>> at The New School, **[if applicable]** under the direction of <<faculty advisor if PI is student or postdoctoral fellow>>.

You must be <<inclusion criteria>> to be in this study. Your participation in this study is completely voluntary. If you choose to take part in this study, you will be asked to << summarize study procedures>>. Your participation will take about <<duration>>. You may receive <<how much?>> for your participation <<to reimburse you for your time, efforts, and travel (as applicable)>>.

**[If applicable]** <<A brief list of participation risks and/ or benefits>> **[compensation is not a** **benefit]**

**[If posting on social media]** By liking or sharing this post, the perception of your or a friends participation in a research study will exist.

**[Snowball sampling]** Please feel free to share [this email/posting and] my contact information with anyone who might be interested in participating in this research study.

**[Closing]** If you want additional information about this study, please contact <<PI or other researcher on the study team first name and last name>> at <<email@newschool.edu>> or <<phone number>>. A request for more information does not obligate you to participate in this study.