**IRBF007b – PARTICIPANT RECRUITMENT EMAIL**

All the fields are mandatory. The IRB will not make changes to the font size or style. No images will be allowed and there will be no exceptions to all the requirements. The IRB may impose additional restrictions and requirements during the review. The approved email script will be sent in a locked format but the PI will be able copy and paste the text.

**INSTRUCTIONS**

Complete the email text in the next page using these instructions

**Study Description & Purpose** – Provide a brief summary of what you want your participants to know about this study. An easy-to-read account of the procedures and interventions from the description section of the informed consent is strongly recommended.

**IRB Details** – Provide the following IRB details

* ***Study Title*** – Enter the title of your study.
* ***Investigator Information*** – Full name of the PI and Faculty advisor if the PI is a student
* ***Protocol ID and Expiration***– Insert if you have this information. If not, leave these fields vacant during initial submission.

**Target Participant Pool** – Explain who are looking to enroll in your study. Describe all inclusion/exclusion criteria to let the potential subjects know who may be eligible to participate.

**Risks & Discomforts – Disclose any potential risks in participating in this study and any foreseen discomforts**

**Benefits –** In most studies, there may not be a direct benefit to the participants. Therefore, disclose direct benefits first (direct benefits are are those available only in the context of this research and the participant may not receive such a benefit outside this research). List potential benefits to the field of science and humanity. If the participant would be benefited directly and the benefit would be available only in the context of this research but not otherwise, then list those benefits also

**Compensation:** –List any compensation the subject may receive (monetary or otherwise). Disclose the eligibility criteria for researching such compensation along with any restrictions. Monetary compensation over $70 per interaction and over $600 per year would require additional documentation by the Business Office. Therefore, such information must also be disclosed.

**Additional Information** –List time duration, other types of commitments, possible compensation for participation, exclusion criteria, warnings and other types of disclosures you wish to make upfront so that the participants are aware of the requirements before they enroll. If you receive funding for this study, indicate the funding ID information here.

**Contact Information** – Provide your contact information including email address and phone number for PI and FA .

**Qualtrics link for Survey** – Insert the link for Qualtrics link. Add appropriate text to help the participants know where to click and provide any additional instructions to copy and paste a link to an appropriate browser

**Subject line(s) for email recruitment**: Must clearly state that the invitation is for a research study. MUST NOT contain compensation or other inducement details in the subject line

RE:

Body of the script/email:

(The following protocol information can either presented in the top as it is shown here, or it can be inserted in the text below as long as the information is clear to the reader that this email is about a research study)

Dear      ,

Introductory paragraph and other custom details (optional):

This will be removed if the PI does not give an opening statement

**Study Description & Purpose** –

**IRB Details:**

* *Protocol Title:*
* *Primary Investigator:**Enter Full Name*
* *PI Department & College: Department, College, Middle Tennessee State University*
* *Faculty Advisor* **(if PI is a student)**: Full Name and Department (if different from the student)
* **Protocol ID:**        **Approval Date:**       **Expiration Date:**

**Target Participant Pool** –

**Risks & Discomforts –**

**Disclose any potential risks in participating in this study and any foreseen discomforts**

**Benefits –**

**Additional Information** –

Time duration, exclusion criteria, warnings and other types of disclosures that the participants must know prior to enrollment and funding status with ID.

**Compensation** –

**Contact Information** –      . .

Please enter the survey by clicking the link in the bottom of the email. You will be given a chance to read the entire informed consent to assist you make a final determination (if using a Qualtrics Survay).

This will be removed if the study does not involve Qualtrics surveys.

Concluding paragraph(s) (optional):

This will be removed if the PI does not give a concluding statement

Yours Sincerely,

**Qualtrics link for Survey** –

This will be removed if the study does not involve Qualtrics surveys.