Email and Letter Recruitment Template

Instructions

* This template should be used as a guide
* Text in blue font should be replaced with information specific to your study, changed to black font and not deleted from the final email/letter
* If participants will not be compensated, delete all text that references compensation below, including the blue font
* For Rowan faculty, staff and students, the logo in the header of this template should be used/included in final email/letter
* **Important:** Prior to saving as a final PDF to be included in the CIRB submission, delete instructions and title of template above.

Email Subject/Letter Heading: Short title of the study

Hello,

I am writing to you about a volunteer opportunity to participate in a research study titled: (include the full title of the study). This research study is investigating (include purpose of the research/condition being studied). Potential benefits of this important research study are (include potential benefits of research study).

You may volunteer to participate in this study if you are (summarize subject population in terms of age and criteria to determine eligibility). Your participation will require you to (include what participant will be asked to do – for example, participate in an interview or complete survey – and the time commitment). This research study will take place at (include location – for example, Rowan University James Hall, Room 150 or Rowan University via online survey).

Participation in this research study includes compensation in the form of (include compensation method here – for example, gift cards). Contact (name and contact information of Principal Investigator and/or Co-PI/Co-investigator) about this research study.

This study has been approved by Rowan University’s IRB (Study # Pro………….)

Sincerely,