

## **Recruitment/Solicitation Requirements**

The IRB must review all materials used to recruit participants, and their parents, guardians if the participants are minors, or their legally authorized representative if the participant is an adult without capacity to consent.

The materials must be submitted as they will appear to participants. For example, if the Investigator is using a flyer to recruit participants, the flyer must be included in the IRB application as a pdf.

If an email or text message is used, please include a pdf of the content of the proposed communication.

If recruiting through telephone or in-person communication, please include a pdf of the script used for recruitment.

### **Recruitment/Solicitation of Study Participants** (attach as pdf)

Recruitment solicitation must be addressed to those who will be volunteering to participate. If the participant is a minor, then an additional solicitation must be made to the parent or guardian. Wording should be age appropriate.

#### **Keep in mind:**

Participation is voluntary and may not be assigned or required. Avoid using phrases such as “I need you” or “I want you to”, as these words can be considered coercive.

Compensation is received by all who participate, even if they choose to drop out. You may not condition compensation on completing the full study.

#### **In all cases, recruitment must include:**

- **what participants will be asked/invited to do**
- **the length of time commitment expected of participants**
- **how/where their involvement will take place (in person, one on one, group, online etc.)**
- **if participation will be audio/video recorded**
- **if any compensation will be given (if compensation is provided, it cannot be emphasized, i.e., cannot use large font to advertise compensation)**
- **include PI's USD email contact information. If the PI is a student, faculty advisor's name and USD email contact information are also required on the document.**