RECRUITMENT DOCUMENTS

Recruitment documents are used when you are recruiting subjects to participate in a study but the data collection will occur at a later point in time. There are five basic recruitment documents:

1. e-mail
2. postal letter or handout
3. telephone scripts
4. verbal scripts for in-person recruitment
5. postings

Samples are not provided. Recruitment documents contain some of the information needed on subject consent forms so you might want to consult those guidelines when creating your recruitment document.

Recruitment documents should include the following information (not necessarily in the order listed below):

• your name
• name of co-investigator’s, if relevant
• name of research assistants, if relevant
• the title of the project (on postings)
• your affiliation with Augsburg College (e.g., graduate student in social work, undergraduate student in psychology, faculty member in the Social Work department)
• any cooperating agency/organization(s), if relevant (number 5, section A, subsection of IRB application)
• the nature of your relationship (include co-investigator’s and research assistants, if relevant) to the cooperating agency/organization(s), if relevant (number 5, section A, subsection II of IRB application)
• any close relationships with potential subjects, if relevant (number 9, section D, subsection II of IRB application)
• Federal grant (number 4, section A) or other external funding (number 8, section A, subsection Ib), if relevant
• the selection criteria for participation in the study (number 6, section B, subsection IV), including selection from private records (number 9, section C of IRB application)
• an invitation to be in a study about your research question—brief and general (number 6, subsection A of IRB application). The only exception is when the experimental methodology necessitates the true nature of the study not be revealed before participation. In this case, create a research question that is plausible given your methodology.
• what subjects will be asked to do if they choose to participate (number 6, subsections II, IV, Vb (if relevant) and Vc (if relevant) of IRB application) including anticipated recordings (number 10, section B, subsection III) of IRB application)
• the risks of participation (number 8, section C) — only needed if the risk is substantial. Note: this is a judgment call. Consider how big a role the information would have in a subject’s decision to decide to contact you to participate in the study. If you believe the information would be a deciding factor, then you should include it. The IRB may choose to require it even if you feel it would not be a deciding factor. The IRB also may choose to remove it if they feel it would not be a deciding factor.
• intention to identify subjects in the final report, if relevant (number 8, section D, subsection II, minor subsection ai of IRB application)
• the inclusion of the data in the subject’s permanent record, if relevant (number 10, section B, subsection III)
• what to do if they are interested in participating in the study (i.e., how they should contact you)

If you are using a verbal script with children or those with cognitive impairment, be sure the language is age- or ability-appropriate. Include information that parent/guardian approval is required before they may participate. Include how this should be accomplished (e.g., bring the parental/guardian consent form home) and include a time-limit to return it.

Example: “As you know I am a student at Augsburg College and I am doing a school project this year. I am hoping to learn more about what kinds of work helps students feel interested and challenged during math time. As you are working with your math projects, I will come around and ask you about your work. I might take some notes, use a laptop, or a video camera to make a movie of your work.

It is OK if you don’t want to help me out with my school project. I won’t be mad at you but if want to help me out, I’ll ask you to bring a permission slip home to show your parents. If they’ll let you help me out, bring the slip back to school by….

If someone other than you is recruiting potential subjects be sure the recruitment document is written from the perspective of the person doing the recruitment. Be clear about the relationship between you and the recruiter.

Example: A former colleague of mine, Jane Doe, is a student…….