**Recruitment Documents**

**[GUIDELINES / TEMPLATE]**

* Recruitment documents should be one page (or less) each
* Types of recruitment documents include:
  + Email, phone, or in-person scripts
  + Posters
  + Advertisements (e.g. social media ads, newspaper ads, ListServ postings)
* After hearing or reading your recruitment documents, potential participants should be able to answer these questions:
  + **Who** is doing the study?
  + **Why** are you conducting the study (i.e. is this the basis of a thesis, dissertation, or other research project?)
  + **What** is the study about (i.e. what research question are you trying to answer?), and what will participants be asked to do (e.g. survey, interview)?
  + **When** and **Where** will participation occur, and how long will it take?
  + **How** can participants contact you to participate and/or to ask questions?
* Recruitment documents must include the ICEHR Approval Statement:

The proposal for this research has been reviewed by the Interdisciplinary Committee on Ethics in Human Research and found to be in compliance with Memorial University’s ethics policy. If you have ethical concerns about the research, such as your rights as a participant, you may contact the Chairperson of the ICEHR at icehr.chair@mun.ca or by telephone at 709-864-2861.

A recruitment script template begins on the next page. **Do not** include this page with your application.

**Important:**

Directions for what to include in each section are written in ***italicized blue text.***

**All *italicized blue* text should be replaced by your own project-specific information.**

**Recruitment script template**

Use this sample initial contact script / invitation to participate as a guide to create your own recruitment documents (such as an invitation letter, email, or public advertisement).

My name is *your name here*, and I am a *student / faculty member* in the *specify Department* at Memorial University of Newfoundland.I am conducting a research project called *Project Title here* *[If student:* for my *honors / master’s / PhD* degree under the supervision of *your supervisor’s name here.]*The purpose of the study is to *investigate / examine specify what*.

I am contacting you to invite you to participate in an *online survey / interview / focus group [or whatever participants will be asked to do]* in which you will be asked to *specify topic and types of questions and/or types of activities or tasks.* Participation will require *specify minutes / hours / days / # of testing sessions* of your time and will be held at *specify location.*

*[If applicable]: specify any participant criteria / exclusions / restrictions.*

If you are interested in participating in this study, please *specify what they need to do (e.g. click the link below to access the online survey; contact me to arrange a meeting time; come to the lab / meeting specify when and where).*

If you have any questions about me or my project, please contact me by email at *your@mun.ca email address here,* or by phone at *your phone number here.*

*[If using snowball recruitment]:* If you know anyone who may be interested in participating in this study, please give them a copy of this information.

Thank-you in advance for considering my request,

*your name here*

The proposal for this research has been reviewed by the Interdisciplinary Committee on Ethics in Human Research and found to be in compliance with Memorial University’s ethics policy. If you have ethical concerns about the research, such as your rights as a participant, you may contact the Chairperson of the ICEHR at icehr.chair@mun.ca or by telephone at 709-864-2861.