

ORRC Guidance on Human Subject Recruitment Materials

Any document that will be given to, used with, or read to a participant as recruitment material, a consent form, or a data collection measure **MUST BE** IRB-approved with date stamped.

Instruments that are completed by the study team with no input from the participant do not require an IRB approval stamp.

For version control purposes, you are advised to do the following:

- When attaching documents to your submission, please name documents in such a manner that the type of document (e.g., consent form), and when applicable, version date, are clear, e.g., “consent form v3”. The ‘Document Identifier’ is the information that will be listed in approval correspondence and letters from the IRB to identify the document that was approved.
- Do not include titles such as Attachment or Appendix on the consent form as the approved document will be stamped with the IRB approval stamp.

Examples of advertisements/recruitment materials:

- Flyer
- Radio or Television Announcement
- Bulletin Board Tear-Off
- Internet Posting
- Poster
- E-mail Invitation
- Facebook Request
- Cold Calls via Telephone/
- Emails or Calls of Membership from Listservs or Company Lists)
- Word-of-Mouth (Verbal Scripts)
- Text Messages
- Oral Scripts for Snowball Recruitment

When reviewing for completeness, the following elements are required in advertisements/recruitment materials:

- The location of the research and the person or office to contact for further information;
- Research project title;
- A description of the type of research and purpose of the research;
- The word “research” must be included in the description;
- Specific location of the research;
- The name and address of the clinical investigator and/or research facility;
- The condition under study and/or purpose of the research;
- In summary form, the criteria that will be used to determine eligibility;
- A brief list of benefits (e.g. no-cost health examination);
- The time or other commitment required of subjects.