

Guidelines for Recruiting Participants

To ensure approval for your application, please consider the following:

- All forms of recruitment will be reviewed by IRB reviewers (e.g., flyer, email, newspaper post, online post).
- The review is essential as it is the beginning of the consent process and will help in avoiding any risks in the future.
- All recruitments forms must include the following:

| | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Title of the research | | |
| Name of Institution Conducting the Research (CSU) | | |
| Brief Statement of the Purpose of the research | | |
| Inclusion criteria to determine eligibility | | |
| Brief Statement of potential benefits, if any | | |
| Brief Description of research activities | | |
| Time commitment for participant | | |
| Location of research | | |
| Person(s) to contact for additional Information (Student researchers: Please remember to list both you & your advisor) | | |
| Add any information your participants may need to know before participating | | |
| Level of confidentiality | | |
| Funding entity, if any | | |

What to AVOID in your recruitment:

- Do not emphasize payment or incentives by using bold/larger font
- Do not overstate the benefits to the study (and remember that incentives are not considered a benefit)