Delete all instructions in red before submitting to the IRB. Recruitment materials do not require a letterhead.

**Use these templates to recruit research participants verbally.**

Instructions are in red. Customize the language in black as needed to fit your study. When you have finished, ***read over*** the entire document to ensure it makes sense and is accurate.

You are free to change wording, formatting, font, etc. This template is for your convenience only; you are not required to use it.

* Use simple language. Avoid technical terms.
* Write in a conversational tone.
* Be mindful of your audience, aim for a Flesch-Kincaid score of 8.

**Sample Verbal Recruitment Script Template**

Hello,

My name is [Insert Researcher Name], and I am a [Insert Status – doctoral student, faculty member, staff, etc.] in the [School Affiliation] at Stockton University. I am conducting a research study examining [describe your study] and I would like to invite you to participate in the study. If you agree, you are invited to participate in [describe what aspect of study whereby you are requesting participation]. You may participate if you are [insert inclusion criteria if applicable]. Please do not participate if you are [provide exclusion criteria if applicable].

The [survey/interview, etc.] is anticipated to take no more than [time to complete] and [the survey, focus group, interview, etc.] is anticipated to take [time to complete] and [if audio or video recording is taking place, disclose here].

Participation in this study is voluntary. Your identity as a participant will remain [indicate anonymous for most surveys and/or confidential in qualitative studies] during and after the study. [If confidentiality is being offered – specify how will participant’s identities be protected and possible sites where data is being collected.]

If you have questions or would like to participate, please contact me at [insert researcher contact information].

Thank you for your participation.

Your Name

Stockton University

[School Affiliation]