

Chaminade University of Honolulu

IRB Recruitment Flyer Text Template

Fill in the fields below. Replace bracketed text with your study-specific information. Add your own designs and language to fit your preferences!

Study Title

[Insert Study Title Here]

Researcher Name

[Your Name]

Program/Major

[Program/Major]

Faculty Advisor/ Sponsor

[Advisor Name, Email]

Contact Email

[Your Email]

Purpose of the Research

[Brief, lay explanation of the purpose]

Eligibility Criteria

[Eligibility 1]

[Eligibility 2]

[Eligibility 3]

Participation Description

[Describe what participants will do]

Time Commitment

[e.g., 15 minutes]

Location

[In-person location OR virtual platform]

Compensation

[Amount or 'No compensation provided']

Confidentiality Statement

Your information will be kept confidential to the extent allowed by law.

Voluntary Statement

Participation is voluntary, and you may withdraw at any time.

How to Sign Up

[Instructions or email contact]

Sample Recruitment Email

Subject: Invitation to Participate in a Research Study at Chaminade University

Hello,

You are invited to participate in a **research study** conducted by **[Your Name]**, a student in the [program/major] at Chaminade University of Honolulu. The purpose of this study is to learn more about **[brief, lay description of the topic]**.

To participate, you must be **[basic eligibility criteria]**.

If you choose to participate, you will be asked to **[describe activities]**, which will take approximately **[time commitment]**. The study will take place **[location or virtual platform]**.

Compensation: [State amount, type, or “No compensation is provided.”]

Your participation is **completely voluntary**, and all information you provide will be kept **confidential** to the extent allowed by law.

If you would like to learn more or sign up, please contact me at **[your email]**.

You may also contact my faculty advisor, **[Advisor Name]**, at **[email]**.

Thank you for considering this opportunity.

Warm regards,

[Your Name]

Student Researcher, Chaminade University of Honolulu

Email: [email]

Quick-Reference Mini-Checklist for Students

Before sending ANY recruitment material, ask yourself:

- ✓ Does it clearly say this is **research**?
- ✓ Would someone reading it understand what the study is about?
- ✓ Do they know whether they are eligible?
- ✓ Do they know what they would be doing and how long it will take?
- ✓ Is compensation stated correctly?
- ✓ Does it mention confidentiality and voluntariness?
- ✓ Can the reader easily see how to sign up?
- ✓ Has the IRB approved this exact version?

If all answers are **YES**, your material is likely ready for IRB review.