University of Southern Maine

**RECRUITMENT MATERIAL TEMPLATE**

**Note to the Investigator:** Use this template to create your own recruitment letter. Because recruitment letters can widely vary, you should make changes as applicable to your study. This template is used as guidance or an example and does not need to be copied verbatim for each project.

More information on recruitment guidelines can be found under general guidance in the Human Research Protection Program (HRPP) Resources. <https://usm.maine.edu/orio/human-research-protection-program-hrpp-resources>

Dear [Name],

My name is (insert name), and I am a [status—student, faculty member, staff, etc] at University of Southern Maine (or insert your organization affiliation and name). I am conducting a research study titled [insert research study title] that will examine [describe your study] and you are invited to participate in the study. You may participate if you are [insert inclusion criteria].

If you agree, you are invited to participate in [describe what aspect of the study that you are requesting participation]. The [survey/interview, etc.] is anticipated to take no more than [time to complete].

Participation in this study is voluntary. Your identity as a participant will remain [insert type of anonymity of the study] during and after the study. [If confidentially is being offered, how will participants’ identities be protected and possible sites where data is being collected—pseudonyms and/or some other technique?]

[Briefly discuss any risks, compensation or benefits, costs, privacy issues, or other information that would likely influence the participant’s interest in the study].

If you would like to participate in this research study, [provide instructions on how they can participate or how they can contact you if needing contact].

If you have any questions, please contact me at [Provide contact information]. Recruitment for this study will be open until [insert end date for the recruitment window].

Thank you for considering this research opportunity.

[Your Name]