**Colorado College IRB Recruitment Letter Template**

[This template includes all of the informational elements that need to be part of your recruitment letter. You may modify the template for your project but you may not leave out any of the key informational elements. These elements include the fact that your project is research, the study purpose, any activities participants will engage in, the duration of their participation, any possible risks to participants and benefits they may receive, the fact that their participation is voluntary, and your contact information. You may not use any language that could be construed as misleading potential participants.]

[Save a copy of this template, modify it as appropriate (making sure to replace all brackets with your project’s information), then delete all brackets and these top two paragraphs along with the template title. The first thing potential participants should see is the salutation, “Dear [intended participant/s],” with the bracket replaced as appropriate.]

Dear [intended participant/s],

I am writing to you to invite you to be part of my research project about [your topic]. The purpose of the research is [fill in]. If you participate in my project, you will [carry out certain activities, have certain experiences, etc.] It will take you [total length of time] to participate in the research. [In this paragraph, indicate whether the research is connected to an academic department and whether it is for your thesis. Indicate whether there are any eligibility criteria regarding who should or should not participate.]

[List any risks and benefits here. If there are no anticipated risks, you do not need to mention risks here. If there are benefits to participants, be sure to mention them but do not overemphasize incentives or compensation. If there are no benefits to participants, indicate how their participation will contribute to academic knowledge or benefit society. Do not indicate benefits to yourself such as getting your thesis done.]

Participation is voluntary, but I hope you will choose to be part of this project! [OK to rephrase this but you may only change the phrasing to something equivalent.]

For more information, or to sign up, please contact me at the phone number or email address below.

Thanks,

[sign the letter]

[Your name]

[If relevant, your Colorado College department/program]

[Your email address]

[Your phone number]