HUMAN SUBJECTS RESEARCH REVIEW SAMPLE

Guidelines for Recruitment Flyers, Ads, Posters, & Brochures

The following guidelines are taken from the Institutional Review Board Member Handbook used by the Human Subjects Research Review Committee (HSRRC) to guide our decisions and to make sure that we are compliant with the Office of Human Research Protection (“OHRP”).

Recruitment Information Checklist

☐ The type of research being conducted and a brief description of its purpose

☐ The word “research” must appear somewhere on the recruitment document

☐ The ages for eligibility

☐ Inclusion/exclusion criteria (e.g. “Right-handed participants only”)

☐ The amount of time and any other commitments required to complete the study

☐ Any benefits. According to the OHRP guidelines, **monetary compensation for participation is NOT considered a benefit

☐ Any risks
  The vast majority of research conducted is considered “minimal risk.” That is, the research involves no more risk than what is associated with daily life. If there are risks other than the potential for boredom and fatigue, you may either include the risks on the recruitment document or indicate that they will be discussed prior to the beginning of the study.

☐ Contact information

☐ The name of the institution(s) conducting the research

**A Note About Monetary Compensation: Although the consent document must specify the exact amount of any financial compensation, recruitment materials may simply state that participants will be paid. According to OHRP, money given to a participant is not considered a benefit or reward for participation. The HSRRC recommends something simple like, “Volunteers will receive $10 for their participation” printed in regular size and not emphasized by bold, italics, or color.

What You Should Avoid:

Do not emphasize monetary compensation.

Do not use catchy words like “exciting” or “cutting-edge.”

What You Can Do:

Instead, make your ads eye-catching with fonts, color, photos, and clip art