**TCU-IRB**

**RECRUITMENT EMAIL**

**EMAIL TEMPLATE & SAMPLE**

****

**TCU-IRB**

**RECRUITMENT EMAIL**

Dear [Name]:

My name is [**point of contact here**] and I am a research assistant working with Dr. [**faculty PI here**] at Texas Christian University (TCU).

We are conducting a research study on [**purpose/brief explanation**]. Participation will take [**amount of time**]. Participation is completely voluntary and [**indicate how data will be kept secure**].

If you are interested [**explanation of how they participate, i.e. contact the investigator, further instructions will follow in a separate email/letter, etc**].

[**Include compensation if any is being offered**]. There are no known risks involved in this research [**or state the risks if there are any**].

If you have any questions, please do not hesitate to contact [**Name and contact information of investigators**].

Thank you for your time.

Principle Investigator

Role

TCU University

****

**Sample Recruitment Email**

Dear Prospective Participant,

My name is Sally Danielson and I am a research assistant working with Dr. John LeClair at Texas Christian University (TCU).

We are conducting a research study about TCU’s campus community. I am emailing to ask if you would like to take about 15 minutes to complete a survey for this research project. Participation is completely voluntary and your answers will be anonymous.

If you are interested, please click on the link for the survey and additional information: [www.linktosurvey.com](http://www.linktosurvey.com).

There will be no compensation for participation in this survey. Additionally, there are no known risks involved in this research.

If you have any questions, please do not hesitate to contact me ([sdanielson@tcu.edu](mailto:sdanielson@tcu.edu)) or Dr. John LeClair ([jleclair@tcu.edu](mailto:jleclair@tcu.edu)).

Thank you for your time.

Sally Danielson

Graduate Research Assistant

TCU University