**Recruitment Guidelines**

The TCU Institutional Review Board (IRB) requires any recruitment materials involving human subject participants to be reviewed and approved by the IRB, as mentioned by Federal Regulations under [46.111](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111), and described under [46.116](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1116) and [46.117](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1117). The following guidelines provide an overview of steps that must be included in your recruitment materials and language. Recruitment materials may consist of flyers, recruitment letters, recruitment emails, advertisements, posting on social media, and among other strategies.

Therefore, the required elements to be included are:

* Texas Christian University (TCU) name or logo;
* Research study name and IRB protocol number (upon IRB approval);
* Principal Investigator’s name, along with names of other (co)investigators;
* Briefly describe the research study and its purpose;
* Briefly describe eligibility and/or inclusion criteria, if applicable;
* Briefly describe the amount/length of time or other commitment requirements;
* Briefly describe expectations/ commitments from subjects for participation;
* Briefly describe compensation, if applicable and should not standout or be in bold;
* The location of the research contact details of research study team.

If videos and/or social media is part of recruitment, please provide a complete script that will be used in the recording/posting. Any materials produced in different language(s) other than English, please provide description of the service or personnel responsible for the translation, and their qualifications.

If recruitment takes places at a Non-TCU external site, where collection of, or access to, private, individual identifiable information, or biospecimen, is needed for the research study, then TCU researchers must provide a letter of support from authorized person/ department at the Non-TCU external site to conduct research and distribute recruitment materials.

The required elements are recommended for recruitment materials, especially when putting together your Protocol Request application. Please ensure that the recruitment materials (along with scripts, translations, or letters of support from Non-TCU external sites, if applicable) contain all necessary information that is correct and consistent with your protocol before submission to [IRBSubmit](mailto:IRBSubmit@tcu.edu). Updated templates for some recruitment materials (advertisement, email, and filer), along with the Informed Consent documents, are available on the [TCU IRB webpage](https://research.tcu.edu/research-compliance/irb/) with instructions on how to complete each one.