

Recruitment Scripts: Required Components and Templates

Recruitment Script: Required Components

Each item that appears below should be addressed within recruitment scripts for studies regardless of participation format (in-person/ print, or email/electronic).

- Names of researchers, designations (student researcher, faculty mentor), and email addresses
- Title, purpose, and designation as research
- Inclusion/exclusion criteria (summarized)
- Brief statement explaining procedures/participation requirements
- Time commitment associated with participation
- Compensation for participation (if applicable)
 - **Note:** Specify the compensation or opportunity to receive compensation that will be provided to participants.
- Documentation of permission to conduct research from site director (on or off-campus), school districts, organization, etc.)

Please refer to the **recruitment script templates** provided on the following pages, based on your current designation.

- [Recruitment Script Template \(1\): Students Conducting Research with Faculty Mentors](#)
- [Recruitment Script Template \(2\): Faculty and Staff](#)

Recruitment Script Template (1): Students Conducting Research with Faculty Mentors

(Salutation)

My name is (----) and I am currently enrolled in (course prefix, number, and title) and pursuing a (degree) in (program) at the University of Montevallo. (Faculty mentor's title, first name, last name) is the professor of (course prefix and number) and is serving as my faculty mentor for this project.

You are invited to take part in this voluntary research study about (insert study topic/title). Participation involves (describe what participants will be asked to do and approximate time commitment). This research has been approved by (site, organization, or school districts, if applicable) and the University of Montevallo's Human and Animal Subjects Research Committee (HASRC).

I'm interested in collecting information from individuals who (list criteria for inclusion or preferred participant characteristics as well as any criteria for exclusion, if applicable).

Include one of the following statements (based on compensation):

- **[No compensation]** Although you will not receive compensation for participating in this study, the information you provide will add to the existing body of knowledge about (insert study topic).
- **[Compensation]** Individuals who choose to participate in the study are eligible to receive compensation in the form of (describe compensation or opportunity to receive compensation).

Please click the link below to view the informed consent document, which provides detailed information about the study. (insert active link to informed consent document)

If you would like additional information about this study, please contact us at (insert student researcher's and faculty mentor's names and email addresses in the format shown below).

- Jane Doe (student researcher) studentusername@forum.montevallo.edu
- Dr. John Smith (faculty mentor) facultyusername@montevallo.edu

Thank you for your consideration, and once again, please do not hesitate to contact us if you are interested in learning more about this HASRC-approved project.

Sincerely,

(Student Researcher's Name)

Recruitment Script Template (2): Faculty and Staff

(Salutation)

My name is (----) and I am a/an (position title) employed in the (department or office title) at the University of Montevallo.

You are invited to take part in this voluntary research study about (insert study topic/title). Participation involves (describe what participants will be asked to do and approximate time commitment). This research has been approved by (site, organization, or school districts, if applicable) and the University of Montevallo's Human and Animal Subjects Research Committee (HASRC).

I'm interested in collecting information from individuals who (list criteria for inclusion or preferred participant characteristics as well as any criteria for exclusion, if applicable).

Include one of the following statements (based on compensation):

- **[No compensation]** Although you will not receive compensation for participating in this study, the information you provide will add to the existing body of knowledge about (insert study topic).
- **[Compensation]** Individuals who choose to participate in the study are eligible to receive compensation in the form of (describe compensation or opportunity to receive compensation).

Please click the link below to view the informed consent document, which provides detailed information about the study. (insert active link to informed consent document)

If you would like additional information about this study, please contact me at (faculty member's email address in the format shown below).

- Dr. John Smith (faculty mentor) facultyusername@montevallo.edu

Thank you for your consideration, and once again, please do not hesitate to contact me if you are interested in learning more about this HASRC-approved project.

Sincerely,

(Faculty or Staff Member's Name)