

**Recruitment Material Guidance and Template**

Royal Holloway’s Research Ethics Committee (REC) requires that the ways in which researchers intend to advertise a research project to potential research participants should be reviewed during the research ethics review process.

To review how researchers intend to recruit participants, the REC requires the submission of text that details how this takes place. This could be content that will be entered into an email, social media post, letter or poster, or a transcript of intended oral communication.

Recruitment material should be viewed as an initial invite. It should include a brief introduction to you as the researcher and brief indications of what the project is about and what participants should expect of their participants. The detail about the project should be left to the information sheet (information sheets would be shared with potential participants after they have expressed interest in participating).

The below template is more relevant for a recruitment letter or email, but it also provides an indication of what would be expected of a poster or post on social media.

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| [Pleasantries]  My name is [xx] and I am a (PhD) researcher at Royal Holloway, University of London, UK. I would like to invite you to take part in my research project titled ‘[xxx]’. My research is [brief explanation]. If you are interested in taking part, please let me know by contacting me via [email address], I would be very pleased to provide you with a more detailed information sheet about the project that describes what your participation would involve.  [Parting pleasantries]  [Researcher’s name, supervisor/PI’s name] |

Please make sure to indicate your recruitment methods in your ethics application (including sample size and inclusion/exclusion criteria) and upload your recruitment material to your ethics application, along with any other supplementary documents, and preferably in .docx format.