

Use this template as a content guide to create your participant recruitment flyer that will be shared by principals. Ensure it includes all the required elements and **statements**.

The *italicized text* is sample language you can use. Insert your specific details in place of the **bracketed comments in blue** and in the IF NEEDED sections. You may add additional information that is required or recommended by your external IRB committee.

Remember to remove these instructions and the highlighting, blue font, brackets, the words “IF NEEDED,” and the IF NEEDED statements that do not apply from the document you submit.

Recruitment Flyer Content for Adult Participants

[Teacher, Principal, School Counselor, Parent] Volunteers Needed for a Research/Evaluation Study

Purpose of Research/Evaluation Study

Provide the study title and a brief explanation of the study and why it is being done **[e.g., [university, research institute, or organization name] working on a research/evaluation project for [funder, sponsor, grant name].**

What Participation Involves

Provide a brief description or bulleted list of the data collections activities participants will do (including being audio recorded) and how long each will take.

List where each data collection activity will take place (e.g., online or in person).

Be sure to state that **participation will take place outside of instructional time** **[or describe approved exceptions]**.

Who Can Participate

List the eligibility criteria and briefly describe if there is an eligibility assessment

What are the Benefits

Briefly state if there is a direct benefit to participants and/or how their participation may indirectly/generally contribute to educational knowledge or practice. State

that no compensation will be provided or that compensation will be provided but do not emphasize it with bold formatting.

What to Do if you are Interested in Participating

To learn more about this research/evaluation study or to volunteer, please contact me:

Researcher Name

Department Name

[University/Organization] Name

Email:

IF NEEDED Click on the **[link/QR code]** to complete an eligibility questionnaire. OR
Click on the **[link/QR code]** to receive a consent form.

*This research is conducted under the direction of **[Principal Investigator Name]**,
[Department], **[University/Organization]**.*