

Use this template as a guide to create your participant recruitment message 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, IF NEEDED phrases, and the IF NEEDED statements that do not apply from the document you submit.

Recruitment Email Script to Adult Participants

Email Subject: *Invitation to Participate in Research Study/Evaluation on [project topic/focus]*

Dear [Participant group name (e.g., Teachers] or Research Participant,

My name is [first and last name], and I am a [job title] in [university, research institute, or organization name] working on a research/evaluation project for [funder, sponsor, grant name]. We have approval from MSCS and the school principal to recruit participants and collect data from consenting volunteers. You are receiving this information because we would like your child to participate in this study and need your consent before asking them to volunteer.

Purpose of the study

The purpose of this study is to examine [brief description]. It focuses on [brief description].

Participation Criteria

You may be eligible to participate if you:

- [Criteria (age, years of experience, subject area, position title, etc).]
- [Criteria (repeat as needed)]

We are recruiting [number and participant group name (e.g., 20 teachers)] in [number of schools or the District] to participate in this study.

Participation Activities

If you consent to participate, it will involve:

- [Data Collection activity] for [amount of time (one time, twice, etc.)]
- [Data Collection activity for [amount of time] [repeat as needed]
- Participation in these activities will take a total of [number of minutes/hours] on [number of days] in [month/semester/year]. [List for each targeted participant group.]
- The [data Collection Activities] will be completed **outside of instructional time** by [Microsoft Teams, Zoom, etc.] or **in person** at a time and place convenient to you [or provide the approved time during the school day]. IF NEEDED The principal has approved staff to participate [before and/or after school] in [space].
- IF NEEDED With your permission, the [interview/focus group] will be **audio recorded**. You [may/may not] participate in the study if do not consent to being recorded.

Participation is **completely voluntary**. You may choose not to answer any question and may withdraw at any time without penalty.

IF NEEDED We have also received approval to receive existing [participant group] data on [domains, source, data points, etc.] from the MSCS RPM department after they remove people's names and other identifiers. IF NEEDED RPM will have access to personal identifiers from [primary data collection or provided rosters] and link that data with existing secondary data for those individuals, but they will remove all names and other identifiers before sharing the data files with us.

No participant names or personal identifiers will be released, and aggregated results will be shared with [e.g., internal program staff, grant funders, board of directors, MSCS District leaders, and/or MSCS school principals] for internal use only. No data or findings will be shared that identifies the District, schools, or individual participants by name. [Describe any other approved reporting formats and outlets.]

[If have incentives] Participants will receive a **small token of appreciation** for their time.

If you are interested in learning more or would like to participate, please IF NEEDED [review the attached flyer, click on QR code to complete eligibility questionnaire, etc.] and contact me directly at [email address]. Additional study details and consent information will be provided before participation.

Thank you for considering this invitation.

Sincerely,

[name]

[email and phone number contact information]