**Recruitment Email Template**

*Note to the Investigator: Use this template to create your own recruitment letter. Because recruitment letters can widely vary, you should make changes as applicable to your study.*

**Subject Line:**

Participants being sought for a *[general area of research]* research study

**Body of Email:**

*[Insert name of researcher or research group]* is looking for participants for a research study. You are receiving this email because you are a *[insert description of targeted population, e.g., student, employee, faculty]* at *[insert location, e.g., UW-Eau Claire, Vandalay Industries]*. Your email address was obtained from *[insert source of email addresses; e.g., the UW-Eau Claire Data Management, Analytics, and Reporting Department]*. This study is about *[insert description of study]*. If you take part in this study, you would *[provide brief description of what subjects are required to do, how long they would be in the study, and, if they would receive treatment or intervention]*. To be able to take part in this study, individuals must be/have *[briefly describe primary inclusion criteria and any noteworthy exclusion criteria]*.

Participation is voluntary but I (we) hope you will choose to be a part of this study.

**For studies that involve prospective subjects contacting research team members directly:**

If you are interested in participating or have any questions about the study, please email *[insert name and email address of contact]* or call *[insert name and telephone number of contact*].

**For studies that involve prospective subjects clicking a link to a webpage:**

Clicking the link below will take you *[explain the next step, e.g., to more information about the study, to informed consent information and the study survey]*. If you have any questions about the study, please email *[insert name and email address of contact]* or call *[insert name and telephone number of contact*].

*[Insert link here]*

**Include for studies that include UW-Eau Claire faculty, staff, or students as subjects:**

The University of Wisconsin-Eau Claire allows researchers to use email to send its faculty, staff, and students information about research opportunities as part of its research mission. Use of these email addresses has been approved by the campus data custodian. The content of this email message has been approved by the UW-Eau Claire Institutional Review Board (IRB). IRBs are charged with protecting the rights and welfare of people who take part in research studies. Please contact the IRB Chair, Dr. Michael Axelrod, at 715-836-5020 if you have concerns.

**Include for studies that do not include UW-Eau Claire faculty, staff, or students as subjects:**

The University of Wisconsin-Eau Claire allows researchers to use email to send prospective research subjects information about research opportunities as part of its research mission. The content of this email message has been approved by the UW-Eau Claire Institutional Review Board (IRB). IRBs are charged with protecting the rights and welfare of people who take part in research studies. Please contact the IRB Chair, Dr. Michael Axelrod, at 715-836-5020 if you have concerns.