# Sample Recruitment Templates

## Email Recruitment Template Electronic Survey

Greetings,

You are invited to participate in a research study. The research is being conducted by (*name, title, Department at the University of Maine*). *Say how the participant’s contact information was obtained for example*: John Doe suggested I contact you *or* I found your contact information on “Z” website. ***Not*** *needed if posting an email on listserv, Facebook, etc.*). *State the purpose of the research.* *Insert age requirement, for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18) or* you must be between ages \_\_\_\_ to participate. *Include any other applicable inclusion/exclusion criteria.*

If you agree to participate, you will be asked to take an anonymous/confidential (*state one or the other!)* survey. The survey will take approximately (*state how much time it will take*). *If there is compensation you should add that information in the recruitment email.*

Please click on the link below to learn more about the study and to take the survey (*insert survey link – the first page of the survey will be the consent form*).

If you have any questions, please feel free to contact me at (*insert email and phone number*).

## General Email Posting (Listservs, Facebook, University Folders, etc.)

You are invited to participate in a research study. The research is being conducted by (*name, title, Department at the University of Maine*). *Insert age requirement for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18*) *or* you must be between ages \_\_\_\_ to participate. *Include any other applicable inclusion/exclusion criteria.*

I am conducting a research study about (*insert purpose of research*). If you agree, you will be asked to (*briefly describe procedures, including time commitment, location, any recording – audio/video*).

If you would be interested in participating in this study, please contact me (*provide contact information*).

Thank you.

## Phone Script (Interview Over the Phone/In-Person)

Hello, my name is (*name*) and I am a researcher at the University of Maine. *Say how participant’s phone number was obtained*. I am conducting a research study about (*insert purpose of research*). I am calling to ask if you would be willing to let me interview you. The interview can be conducted over the phone or at a location of your choosing. The interview should take (*insert time interview will take*). *Say if the interview will be recorded*. *Insert age requirement*, *for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18) or* you must be between ages \_\_\_\_ to participate. *List any other applicable inclusion/exclusion criteria.*

If you would be interested in participating in this interview, we can set up a time now or you can let me know when a good time would be to schedule it.

*If interested, investigator will set up date and time and will provide participant with investigator contact information.* *For example*: I have scheduled you for an interview on (*date and time*). If you have any questions, I can be reached at (*insert phone number and email*). Thank you for your help.

*If participant is not interested, investigator will end the call*.Thank you for your time.

## Email/Letter Recruitment

My name is (*name*) and am a researcher at the University of Maine. *Say how participant’s contact information was obtained*.) I am conducting a research study about (*insert purpose of research*).

I am contacting you to ask if you would be willing to participate. Participation would involve (*briefly explain what they will be asked to do and where it takes place*)*. Insert age requirement for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18) or* you must be between ages \_\_\_\_ to participate. *List any other applicable inclusion/exclusion criteria*.

If you would be interested in participating, please reply to this email/contact me (*provide contact information*).

Thank you for your time.