**Guidelines and Template for Parent Email/Letter Recruitment in Research**

*When recruiting minors for research projects, it's paramount for researchers to ensure the privacy of participants is protected, to avoid exerting any undue influence, and to provide a clear and accurate description of the research's objectives and the nature of participation required. For research involving minors, engaging parents or guardians in the recruitment and informed consent process is crucial.*

**Clear Communication**

The recruitment communication must clearly outline the aim of the research and what participation entails. Even brief online messages should deliver enough detail to facilitate an informed choice, particularly if participation demands travel or significant time. Key elements to include are:

* Your **name**, **professional position**, and **organizational association**
* Explicit instructions on how to **reach out** for more details or to express interest in participating
* A statement confirming the **voluntary nature of the research**
* The goal of the research (your aspirations for learning/studying/observing)
* Criteria for participant **eligibility - detailing who is eligible or not**
* A full description of the **research activities, locations,** and **the time involvement** required
* The topics or questions your research intends to cover
* Details of any compensation or rewards for participation (if offered)

**Materials for Recruitment**

All materials designed to recruit participants need to undergo IRB review. This encompasses all forms of communication with potential participants, including:

* Email correspondences
* Letter communications
* Social media posts
* Scripts for verbal recruitment (applicable in face-to-face or telephone scenarios)

**Instructions for Different Participant Groups**

If your research targets various groups of participants, distinct recruitment materials should be prepared for each group.

**Feedback on Recruitment Materials**

Feedback is available through IRB group writing sessions. It's advisable to participate in the eligibility criteria session before attending the one focused on recruitment materials.

**Pre-Submission Checks for Recruitment Materials**

Before submitting your recruitment materials to the IRB, ensure the following:

* The consistency of eligibility criteria and the detailed description of research activities across all recruitment documents, consent forms, and the IRB submission.
* The readiness of the document for participant review, meaning it should be free from any directives, highlights, annotations, or prior critiques, ensuring it's participant-ready.

**Parent Recruitment Email/Letter Template for Research**

*As a researcher conducting a study with minor participants, the following template serves as a guide to communicate effectively with parents or guardians via email or letter.*

My name is [name], and I am currently pursuing my studies at [Institution’s Name]. I am reaching out to introduce a research project I am leading, aimed at [provide a simple, one-sentence summary of the research purpose in layman's terms].

We are seeking participants who meet the following criteria:

1. [Detail all eligibility criteria for participation, organized from the most general to the most specific. Ensure these criteria are identical to those outlined in your IRB application and other recruitment documents.]

Should you permit your child to take part in this study, they would be involved in the following:

1. [Enumerate each research activity, describing the activity (e.g., survey, interview, focus group), the location or virtual platform for live activities, and the duration of each activity. Ensure these details are consistent with your IRB application and recruitment materials.]

In the course of these activities, we will explore topics such as:

1. [Provide a **concise** list of all the subjects your study will address, including demographic inquiries and any sensitive or potentially triggering topics, like experiences with abuse or PTSD. This summary should be original and not copied from your Data Protection or instruments.]

[If compensation is provided, detail the amount and the method/timing of compensation, e.g., "Participants will be rewarded with a $30gift card via email following their interview."]

For any inquiries, or if you wish for your child to participate, please do not hesitate to contact me at [provide contact information].

If you're interested in having your child participate, kindly sign and return the enclosed Parental Permission form [or "please sign and return the Parental Permission form that will be sent home with your child"].

We appreciate your consideration of this voluntary research opportunity.

[Your Name]