**Guidelines and Templates for Recruiting Minors as Research Participants**

*When engaging minors as research participants, it's crucial for the researcher to safeguard their privacy, prevent any form of coercive participation, and clearly communicate the research's objectives and what participation involves.*

**Precise Communication**

It's imperative that your recruitment communication precisely reflects the aim of your research and the demands of participation. This holds true even for brief announcements posted online, which should provide enough details for potential participants to make an informed choice. This is particularly important if participation requires travel or substantial time investment. Typically, the content should cover:

* Your name, professional designation, and organizational affiliation
* Detailed directions on how to reach you for inquiries or to express interest in participating
* An explicit declaration that the research is voluntary
* The research objective (what you aim to discover/analyze/examine)
* Criteria for participant eligibility - specifying who is eligible or ineligible
* A thorough description of all research-related tasks and the time commitment required
* The subjects or questions your research will explore
* Any form of compensation or rewards for participants (if offered)
* A link to your online survey or questionnaire (if relevant)

Accessible text and visual descriptions for any online graphics (if relevant)

**Material for Recruitment**

All materials used to recruit participants must be examined by the IRB. Therefore, every piece of communication with prospective subjects must be included in your submission to the IRB, such as:

* Emails
* Written letters
* Social media postings
* Scripts for verbal recruitment (for face-to-face or phone-based recruitment)

**Instructions for Diverse Participant Groups**

In cases where there are distinct groups of participants, a unique set of recruitment materials should be prepared for each group.

**Obtaining Feedback on Recruitment Materials**

Feedback on your recruitment materials is available during the IRB group writing sessions. Attending the session focused on eligibility criteria prior to the one on recruitment materials is advised.

**Pre-Submission Checklist for Recruitment Materials**

Ensure the following before submitting your recruitment materials for IRB review:

* The eligibility criteria and descriptions of research activities must be consistently identical across all recruitment documents, consent forms, and the IRB application.
* The document should be in its final form, devoid of any instructions, highlights, annotations, or prior feedback, ready to be presented to a participant.

**Minor Recruitment Email/Letter Template**

*This template is intended for use in recruiting minor participants for human subjects research via email or letter.*

 My name is [name], and I am currently studying at [Institution’s Name]. I am reaching out to share information about a research project I am conducting. The aim of this project is to gain insights into [topic and purpose].

Should you decide to participate in this study, I will request you to engage in [describe all activities, their duration, and whether they will be recorded].

For any inquiries you might have, feel free to reach out to me at [list contact information].

If you are keen on being part of this study, we would need your parent or guardian's consent first. Kindly have them complete and return the Parental Consent form, enabling your participation.

I appreciate your consideration in joining this voluntary research.

[Your name]

**Minor Recruitment Script Template**

*This script is designed for recruiting minor participants for human subjects research in a face-to-face setting.*

My name is [name], and I'm a student at [Institution’s Name]. I'm excited to share details about a research project I'm undertaking. The purpose of this study is to explore and gain a deeper understanding of [topic and purpose]. Through this research, we aim to uncover new information.

Upon agreeing to participate, you will be asked to [describe all activities, their duration, and whether they will be recorded].

Do you have any questions? Please feel free to ask now, or if you prefer, you can approach me later in privacy.

Participation in this study requires consent from your parent or guardian. They will need to sign and return the Parental Consent form before you can participate.

Thank you for considering this opportunity to contribute to voluntary research.

[Your name]