**EXAMPLE TEMPLATE FOR THE RECRUITMENT OF STUDY SUBJECTS**

Email Subject Line (if recruiting online):

Dear [Student/ Instructor/ Name/Etc.]:

I am contacting you today to invite you to participate in a study that has been reviewed and approved by various departments at Chamberlain University and any other relevant organizations. The purpose of the study is to [briefly state the purpose and study title here].

To be eligible to participate, you must [briefly list eligibility requirements here]. Participation is strictly voluntary. [For recruitment of students: Your participation choice will not affect your grades or your standing at Chamberlain.] [For recruitment of Chamberlain Colleagues: Your participation choice will not affect your standing at Chamberlain.]

If you choose to participate, you will be asked to [briefly state what subjects will be asked to do if they chose to participate]. Your involvement with the study should take no more than [state estimated length of time to complete the tasks asked   
of subjects] of your time. You may choose to leave the study at any time without consequences. Confidentiality will be   
strictly maintained.

[If this study involves compensation (i.e. paying participants for their time and participation), see note below and include information pertaining to it here\*]

To find out more about this study, please click on the link below, or contact me directly at [put contact information here].

[Place link to information about the study, consent form, and/or study survey(s) here.]

Thank you for considering this opportunity.

Sincerely,

[Name and contact information of Principal Investigator]

\* *Compensation.* If applicable, a statement that subjects will be compensated for their time and effort must be included here. Acceptable language includes:

* "You will be paid for your participation."
* "You will receive a gift card to X for your participation."
* "Participants will be compensated."

*Amount of compensation.* The amount of payment must be included. Payment should not be excessive, considering the nature of the project, so as not to be coercive in nature.   
Payment should be stated as a range of amounts or "at least" or "up to" if payment is dependent on the level of participation.

*Incentive:* If a small token payment, gift card, or other incentive is to be provided, this should be noted here along with the amount of the incentive.