|  |  |
| --- | --- |
| Icon  Description automatically generated | **Institutional Review Board (IRB)**  **Human Research Protections (HRP)**  **Recruitment Material Master Template**  *Version August 2023* |
| **This form may be used for Exempt and Expedited research that is NOT regulated by the** [**Food and Drug Administration (FDA)**](https://research.uci.edu/human-research-protections/do-you-need-irb-review/ethical-guidelines-regulations-and-statutes/)**.**  **When utilizing the master template, researchers do NOT need to obtain IRB approval for the final versions of recruitment materials, provided the materials:**   1. **Are limited to the information and text as described in the IRB approved master template AND** 2. **Adhere to the recruitment material standards and requirements set forth in:**    * **UCI** [**HRP Policy 22**](https://research.uci.edu/wp-content/uploads/22-Advertisement-and-Recruitment.pdf) **AND**    * **UCI** [**Brand Guidelines**](https://brand.uci.edu/index.php)   **The IRB reserves the right to review the final version of any recruitment materials developed for the research.**  **INSTRUCTIONS:**   1. **Complete the form in its entirety and submit it with the IRB submission in** [**Kuali Research Protocols**](https://uci.kuali.co/protocols/)**.**    1. **If any of the items required in this form will not be included in the recruitment material, provide rationale for the exception.** 2. **For items #7-14, submit text as it will be presented to the subject population.**     1. **Ensure the text reads at the 6th-8th grade reading level.** 3. **For translations (if applicable), insert the translated text under the English text in items #7-14 below.**   **APPROVAL: The IRB will stamp the master template as approved but will not review or stamp any final versions of materials developed from the approved master template. Investigators are responsible for maintaining copies of the final product in the research files.**  **AMENDMENT(S):** **Any subsequent change in the content of the master template, that would also require a change to the approved protocol (i.e., eligibility criteria), must be submitted for IRB review and approval via an amendment.** | |
| 1. **Recruitment Methods** | |
| 1. **Specify all recruitment methods that will utilize the master template (check all that apply):**   **Fliers  Brochure  Presentation  Phone  Postal Mail**  **Email  Websites**  **Social Media  Television  Radio  Newspaper/Magazine  Other; specify:** <Type Here> | |
| 1. **Basic Requirements: All Recruitment Materials should contain, at least, the following information.** | |
| 1. **Name of the institution (University of California Irvine or University of California Irvine Health):**   <Type Here> | |
| 1. **Name of the Department or Division:**   <Type Here> | |
| 1. **Name of the Lead Researcher (and faculty sponsor, when applicable):**   <Type Here> | |
| 1. **Name of a contact person(s):**   <Type Here> | |
| 1. **Contact information (i.e., telephone number, email address, website):**   <Type Here> | |
| 1. **Purpose of the research:**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Summary of the research eligibility criteria (e.g., adults on medication for high blood pressure, diabetic patients on insulin; normal, healthy adults; etc.):**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Straightforward, truthful description of the benefits, if any:**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Location of the research:**     <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Time commitment (e.g., subjects will have to come to the UCI campus on 4 separate occasions; the research will take 2 hours on one day, etc.):**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Provide an example of how monetary compensation, if offered, will be presented:**   **IMPORTANT! Compensation must not be presented as an inducement to participate.**   * **Acceptable: Subjects will be financially compensated for their participation; subjects will receive $5.00 for each blood sample; subjects will receive a free physical examination and blood tests.** * **Unacceptable: EARN $500! Get FREE medical care!**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Additional Information** | |
| 1. **Specify any additional information/detail that will be included in recruitment:**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **For verbal solicitation (i.e., presentation, phone), provide an outline/example of the dialogue/scripts:**   <Type Here>  Translation (if applicable): <Type Here> | |
| 1. **Appearance and Visual Effects** | |
| 1. **Provide the range of font sizes that will be used in recruitment:**   <Type Here> | |
| 1. **Provide examples of any photos, images, or visual effects that will be used in recruitment:**   <Insert Here> | |