A red text on a black background

Description automatically generated

**Recruitment Email Template**

IRB Number #: DIRB Enter IRB number

Dear Potential Participant,

My name is Enter Name, and I am conducting a research study titled "Study Title."

The purpose of this study is to Enter Brief Description of Study Purpose

I am seeking participants who meet the following criteria:

- Age: Enter Age Range

- Other inclusion criteria

You have been identified as a potential participant because Reason for Identification.

Participation in this study involves:

1. Activity 1

2. Activity 2

3. Activity 3

The estimated time commitment for participation is approximately Enter Time Duration

Please note that your participation is entirely voluntary. Include information about compensation, if any: "You will receive compensation details for your participation" OR "There is no compensation for participation in this study."

For more information or if you have any questions, please contact the research team:

Phone: Contact Phone Number

Email: Contact Email Address

This study has been approved by the D'Youville University Institutional Review Board. If you have any concerns about your rights as a research participant, you may contact the IRB at [irbhelp@dyc.edu](mailto:irbhelp@dyc.edu)

Thank you for considering participation in this important research.

Sincerely,

Your Name

Principal Investigator: PI Name

Department of Department Name

D'Youville University

Email: Your email address

Phone: Your Phone Number