

Permission for Recruitment: Key Information

Flyers

- Only IRB-stamped flyers can be used for recruitment.

Site approvals

- Written, formal permission is required from sites that will help recruit for the study.
- This must be signed by someone with authority to grant permission.
- These must include how the site will help with recruitment.

Additional site approvals can be submitted as IRB modifications

- Approval for at least one recruitment site is required at the time of initial IRB submission.
- Additional sites and/or permission documents can be added with a modification on Cayuse.
- Submit a table listing the sites, when site approval was received, and when a modification was submitted for tracking purposes.

Recruitment on the CSUDH campus

- IRB-approved, stamped flyers can be posted anywhere on campus where it's allowed by the CSUDH Time, Place, and Manner Policy. For student research, the Student Conduct Posting Policy also applies.
- If an on-campus site sends recruitment flyers via email, then written site permission and the email recruitment script must be approved by IRB before being sent.

Recruitment at non-CSUDH “bricks-and-mortar” sites

- A formal, written letter of permission is required from each ‘bricks-and-mortar’ site before posting a stamped, IRB-approved flyer.
- If the organization agrees to post a flyer and email it to its affiliates, then a formal, written letter of permission and the email that will accompany it must be submitted.
- It is the PI's responsibility to find out if the site has its own IRB (e.g. other universities, school districts, hospitals). The recruitment plan must adhere to that IRB policy as well.
- If the site intends to additionally recruit on its social media platform, then the social media recruitment policy also applies.

Recruitment on social media or other internet sites

- Public sites with non-identifiable data: No written permission letter is required.
- Public sites with identifiable data: consult with the CSUDH IRB.
- Private sites: A written permission letter or a screenshot of the site's posted research policy is required.