# Instructions for Researchers

## Who should use this template?

**Researchers who will be asking for partial HIPPA waivers and/or are planning to request access to the Clinical Data Warehouse of Keck Hospital or LA General Medical Center.**

## When do I use this template?

You may use this template as a guide if you are doing human subjects research and are recruiting your participants by email or letter.

## How do I use this template?

This recruitment template is intended as a guide for researchers. Instructions are [bracketed and highlighted in blue]. You can modify the language provided to meet the needs of your study. Remove all blue highlights prior to submitting to the IRB.

## What are the requirements for recruitment materials?

You are required to provide the following content in your recruitment materials:

* Your name & USC Email as the contact
* Your status as a University of Southern California student, staff, or faculty
* Your USC contact information (email/phone)
* The purpose of your research
* Eligibility criteria for participants
* Research activities and time commitments
* [Compensation or incentives for participants (if applicable)](https://hrpp.usc.edu/wp-content/uploads/sites/3/2023/06/Compensation-guidance-for-SB-protocol.docx)
* [Please review HRPP policy 9.20 regarding compensation.](https://hrpp.usc.edu/policies/informed-consent-requirements/)

## What do I do if I have multiple participant groups?

If you have multiple participant groups who are all doing the **same activities**, answering questions about the **same topics**, and being recruited through the **same methods**, you may use **the same recruitment material** for all groups. One document is sufficient.

If any of your participant groups are doing **different activities,** answering questions about **different topics**, and/or are being recruited through **different methods**, then you will use multiple **recruitment materials** for each group.

## What if there are multiple researchers?

Please adjust the verb tense from “we” to “I” based on the number of researchers. Also, please determine who will be the contact for the study.

## Recruitment Email

Dear Patient,

On behalf of [Keck Medicine or LA General Medical Center], we would like to tell you about a research study. We are contacting you because you have received medical care at [Keck Medicine or LA General Medical Center]. We obtained your contact information from an internal patient database and received approval to access this information from the USC Institutional Review Board (IRB). **This letter does not contain information related to sensitive personal health information and does not imply that you have a health condition.**

We are conducting a research study to [briefly describe the purpose of your study in non-expert terms in 1 – 3 sentences].

We are recruiting individuals who meet these criteria:

1. [List all criteria that participants are **required** to meet in order to participate in your study. Write your criteria in order from most broad to most specific. These criteria should align, with the criteria in your IRB application and other relevant materials.]

If you decide to participate in this study, you will be asked to do the following activities at the following locations:

1. [List research the research activities, the time each activity will take, and the location of the activity (e.g., number of on-site visits, how many per year, types of exams (non-invasive & invasive procedures)). Your activities should align with the activities in your IRB application and other relevant materials.]

Participating in a research study is voluntary and is not the same as getting regular medical care.

If you are interested in learning more about the study, please contact the research team at [Insert USC email address and phone number]. [If applicable this information may be included.] [You can also visit [https://clinicaltrials.gov/ct2/show/NCT](https://clinicaltrials.gov/ct2/show/NCT03918447)xxxxx to review additional study information.]

Respectfully,

[Investigator’s name here, MD]