

**Western Carolina University
Office of Research Administration
Institutional Review Board Standard Operating Procedures**

SOP# 214.1	TITLE: Recruitment of Research Participants	Date Effective: 3/22/2023 Last Revision Date:
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I. Purpose

The recruitment of research participants must be done in a way that ensures their participation is completely voluntary. The WCU research compliance office reviews and approves all recruitment methods and materials, incentives, and compensation to confirm that there is no undue influence or coercion affecting a potential participant's decision to enroll in research.

II. Definitions

Recruitment materials include print and electronic advertisements (flyers, social media posts, etc.) and any written or verbal scripts used to recruit participants.

III. Procedure

1. A detailed description of recruitment methods and all recruitment materials must be included in the InfoEd submission for review.
2. The research compliance office will review all recruitment materials to ensure they contain the following information:
 - a. A statement that the recruitment is for research purposes
 - b. The name and contact information for the PI
 - c. The purpose of the research

