



Non-OSU Researcher Recruitment Request

This form must be completed by researchers **not affiliated** with Oklahoma State University who wish to recruit students, faculty, or staff for participation in a research study. Submission of this form does not guarantee approval. All materials will be reviewed by the OSU IRB Office. Email this form and applicable documents to irb@okstate.edu

1. Section 1: Researcher & Project Information

1. Project Title:

2. Principal Investigator (PI) Name:

3. PI Email Address:

4. Institutional Affiliation (Name of University/Organization):

5. Is the PI a student?

☐ Yes ☐ No

○ If yes, provide the **Faculty Advisor's Name**:

○ Faculty Advisor's Email:

6. IRB Approval:

Has your home institution's IRB approved this project?

☐ Yes ☐ No ☐ Pending



University Research Compliance

Oklahoma State University

www.research.okstate.edu

- IRB Approval Date:

2. Section 2: Study Description

7. Brief Purpose of the Project:

8. Population to be Recruited from Oklahoma State University:

- ☐ Students
- ☐ Faculty
- ☐ Staff
- ☐ Other: _____

9. Recruitment Methods (Check all that apply):

- ☐ Email distribution
- ☐ Flyers/Posters
- ☐ Social Media
- ☐ In-person (e.g., at events, classrooms)
- ☐ Other: _____

3. Section 3: Required Documentation

Please attach the following documents with this request form:

- ☐ **IRB Approval Letter** from your home institution
- ☐ **Informed Consent Form**
- ☐ **Recruitment Materials** (e.g., emails, flyers, scripts)
- ☐ **Study Materials** (e.g., surveys, interview questions, focus group guides)
- ☐ Other relevant documentation (as applicable):



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4. Section 4: Signature & Acknowledgment

I certify that the information provided is accurate and that I will not begin recruitment at Oklahoma State University without written approval from the IRB Office.

Researcher Signature: _____

Date: _____

5. For IRB Office Use Only

- ☐ Approved
- ☐ Not Approved
- ☐ Additional Information Required

Reviewed By: _____

Date of Review: _____

Comments: