



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.

Please email this form and applicable documents to irb@okstate.edu

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

IRB Approval Date:



University Research Compliance

Oklahoma State University

www.research.okstate.edu

Section 2: Study Description

1. Brief Purpose of the Project:

2. Population to be Recruited from Oklahoma State University:

☐ Students

☐ Faculty

☐ Staff

☐ Other: _____

3. Recruitment Methods (Check all that apply):

☐ Email distribution

☐ Flyers/Posters

☐ Social Media

☐ In-person (e.g., at events, classrooms)

☐ Other: _____

4. If Email distribution is selected:

Would you like to request a sample list of OSU email addresses to use for recruitment?

☐ Yes

☐ No

5. If yes:

Please specify any sample inclusion and/or exclusion criteria and how samples should be distributed. You cannot ask for a specific race/ethnicity, gender identity, sex, sexual orientation, or health related information.

Examples: Juniors and seniors, Marketing majors, Full-time/Part-time status, Completed at least 30 credit hours, etc.



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6. Please provide your recruitment procedures for the OSU population.

Please note that while our office can assist you with receiving a sample list of emails, we cannot assist with any additional recruitment methods.

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)

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: _____

For IRB Office Use Only

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

Reviewed By: _____

Date of Review: _____

Comments: