

Guidance for On Campus Recruitment Methods

This guidance provides information on venues, requirements, and appropriate contacts for recruiting research participants at a Lindenwood University campus.

Lindenwood University permits the use of several services to recruit participants for research involving human subjects. Any use of these resources must be described in the appropriate section of the Lindenwood IRB application. Any materials and resources may only be used after IRB and any relevant institutional approvals have been obtained. These approval policies ensure that any proposed recruitment method has ethical merit, and meets expectations of faculty, staff, and students at Lindenwood.

1. Using Email

Lindenwood University will not provide email addresses for faculty, staff, student, or alumni for the purposes of research recruitment. There are several options available to researchers who would like to contact these populations on campus to advertise opportunities to participate in research:

- **The Weekly Roar:** The Weekly Roar is a digest of news and information sent weekly to current Lindenwood students via email. To submit an item for inclusion, contact the Office for Student Involvement. Deadline for submissions to the Weekly Roar is 12pm each Wednesday.
- **Lindenwood Digest:** The Lindenwood Digest is a digest of news and information sent periodically to current Lindenwood staff and faculty via email. The Provost Office can approve the posting of recruitment information about a research project after receipt of IRB approval.

2. Using Activity Boards and Screens

There are activity boards and audio/visual screens at many locations across campus. Recruitment materials can be posted at these areas only after approval by the IRB and the institutional entity described below. There are several options available:

- **Student Activity Boards:** To post recruitment materials around campus on Student Activity Boards, contact the Office for Student Involvement.
- **Academic Building Boards:** To post recruitment materials on Activity Boards found in any academic building, contact the Dean or VP in charge of that building for approval.
- **A/V Screens:** To post recruitment material on an A/V screen, contact is Paul Huffman in Butler Library. These are the specifications for A/V slides:
 - Specify what screens you want (SC campus, satellite campuses, or specific LU campus buildings).
 - Slides should have a horizontal layout, formatted for a 768 x 1366 pixel screen.
 - Graphics on the slide should be high resolution.
 - The preferred file format for slides is JPEG or PNG.
 - The old "LU" or interlocking O logos can no longer be used.

3. Using Lindenwood Participant Pools and Registries

There are several options for recruiting students and faculty from IRB approved Participant Pools and Registries. These participant pools and registries are managed by different departments, providing a helpful resource for classroom research activities, and student or faculty research. Please contact the IRB Director for more information about these resources.