

Guidance for Recruiting Faculty, Staff, and Students

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

1. Ethical Considerations in Recruiting Faculty, Staff, and Students

- To avoid coercion, the informed consent process will disclose that participation is voluntary and participants are free to withdraw at any time. It will be made clear that job or academic performance evaluation will not be affected by willingness to participate.
- To avoid undue influence, extra credit may not be given for participating in research unless the research is taking place as part of a specific course, the extra credit offered is reasonable and comparable alternatives are provided for students who choose to decline participation.
- Strategies to reduce coercion or undue influence include use of a third party to recruit and consent participants and use of flyers or other methods requiring a student or employee to signal interest to the researcher.
- To ensure the rights and welfare of participants are protected, privacy protections must be rigorously maintained during the conduct of research. The classroom or work environment may make it difficult to keep participation confidential. In cases where research involves potentially sensitive data, the research design, timing, and location must minimize these risks effectively.
- Researchers should not use their own students or employees as participants when another population of equally suited participants is reasonably accessible. In addition, faculty should not use a significant amount of course time to recruit students to research not related to the course.

2. Identifying Research Participants

- Participants for research on campus are most commonly identified through one of the direct or indirect recruitment methods listed below, most of which involve having the participant contact the researcher to signal their interest to the researcher.
- Accessing student records for the purpose of identifying and recruiting research participants is subject to the policies described in the Family Educational and Rights Privacy Act (FERPA). In most cases, the researcher must have written authorization (such as a signed consent form) from the eligible student participant in order to release any information from a student's education record for research purposes. For information on the few exceptions to this rule consult with the Lindenwood IRB office prior to accessing student records.

3. Common On Campus Recruitment Methods

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. Common methods include:

- *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.

- *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.

- *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. The various Lindenwood Participant Pools and Registries operate under an approved IRB protocol and ensure research participation is voluntary and appropriate alternatives are available to students who opt out.

- *Direct Recruitment*

Faculty may recruit students directly in class, provided the research is related to the course and no alternative participant pool is reasonably accessible. Similarly, faculty and staff may

recruit participants during faculty or staff meetings, subject to necessary permissions additional to IRB review.

- *Referrals*

Recruitment materials may be developed with the aim of having other faculty or staff present materials to potential participants.

4. Qualifications for Recruiting Research Participants

In order to recruit faculty, staff, and students at Lindenwood University, researchers and research team members must have:

- An approved IRB application
- Completed NIH PRHP training
- Be listed as a study team member
- Be aware of ethical obligations and relevant regulatory requirements

5. Recruitment of Faculty, Staff, and Students by Outside Researchers

If an individual employed by an institution outside of Lindenwood University would like to recruit Lindenwood faculty, staff, or students as research participants, please contact the IRB Director for more information.