

Recruiting Research Participants

All communications that ask for volunteers for research participation must include the following information:

1. The name of the researcher or student, her/his status (.g. PhD Student, Postdoctoral Researcher, member of faculty) and the host Department and School.
2. The College logo
3. The College email address and, if held, College phone number of the researcher or student. If the researcher or student wishes to use personal e-mail addresses or telephone numbers then an appropriate case must be made in the ethics application and this should be assessed as part of the application process; personal contact details must only be used by exception and with good reason, and must always be accompanied by appropriate College equivalent information (e.g. if a student needs to use a personal email address, their supervisors official College email address and phone number must also be provided)
4. In the case of student projects (including those of PGR students), the name and contact details of the supervisor of the research.
5. A statement that the individual(s) named may be contacted for further information about the project before a respondent makes a decision about taking part.
6. **A suitable statement about data protection and processing and the link** (written in full) to the Colleges privacy notice
7. A statement that the research has received the necessary Ethics approvals from the College.

Using advertising for Participant Recruitment

Recruitment of participants must be undertaken so that that participation is truly voluntary and there is no coercion, either explicit or implicit.

Circular emails should be short; and the subject box should contain a short description of the study

Whatever method of recruitment is used, individuals should have to take a positive step to participate.

Posters and leaflets (and on line equivalents) may be used to recruit participants. Care should be taken when writing text to consider the nature of the target group, and ensuring that appropriate terminology is used. This is especially important for material likely to be seen by vulnerable groups, and especially for advertisements which are likely to have a large circulation.

- The material should be visually attractive with a short clear heading in the form of an invitation and may include illustrations.
- Sufficient information should be given for potential participants to know roughly what is involved.
- When there are a large number of inclusion/exclusion criteria it is sufficient to state any generalisable criteria within the poster and include more specific details in the Information Sheet so as not to confuse or put off potential participants.
- If it is not possible to include the full information in the advert then adverts should include this key text: Further information for volunteers for study [Title]: This project contributes to Birkbeck College's role in conducting research, and teaching research methods. You are under no obligation to reply; however if you choose to, participation in this research is voluntary and you may withdraw at any reasonable time. Full details about what this means for this specific study will be provided within the information sheet that you will be sent as part of the additional information you will receive before your participation in the study is fully registered. Birkbeck is committed to ensuring that your personal data is processed in line with the GDPR and DPA 2018.
- Adequate information for making contact should be given, as described in the first section of this document.

Please note:

1. A copy of the advert must be submitted with the application for ethical approval.
2. The researcher is responsible for obtaining any necessary permissions for the proposed advert.
3. College-held mailing lists can only be used for participant recruitment once ethical approval has been obtained, and can only be used in line with any restrictions imposed by the ethical approval process. It is the responsibility of the researcher or student to ensure that the use of mailing lists is in line with the relevant data protection legislation, and Ethics advisors should expect to be asked for advice about this.