

SDSU IRB Policy

Human Research Recruitment Materials Policy

Approval Date

April 15, 2025

Effective Date

April 15, 2025

Last Revision Date

Responsible Party

SDSU Research Support Services and the SDSU IRB

Scope and Audience

SDSU Principal Investigators conducting human subjects research.

Additional Authority

1. Policy Purpose

To provide guidance to the research community regarding local IRB policy concerning research recruitment materials (i.e. flyers, social media posts, etc.)

2. Policy Statement

Recruitment advertisements, such as flyers, postcards, brochures, newspaper advertisements, press releases, or postings on the internet are reviewed for the accuracy, consistency with the research plan, and presentation of information the prospective subject needs to determine their eligibility and interest. This will include the review of content, language, and design to ensure information does not mislead potential subjects. The following information is required to be included in recruitment materials:

1. Name and contact information of the principal investigator and/or research facility
2. A concise description of the study purpose.
3. A description of the task(s) a subject will be asked to complete.

4. The eligibility criteria for subject participation.
5. Time or other commitment required of the subjects.
6. Location of the research and person to contact for further information.
7. The recruitment materials may indicate participation incentives will be given, but they may not include the amount of the incentive.

Principal Investigators may appeal to the IRB for an exception to item seven (7) above.

3. Frequently Asked Questions

Additional Information may be posted on the IRB webpage—date to be determined.

4. Related Information

1. The San Diego State University Human Research Protection Program Standards and Practices
https://research.sdsu.edu/research_affairs/human_subjects/sop-02-26-2025.pdf