**INSTRUCTIONS FOR THIS RECRUITMENT LETTER TEMPLATE:**

***NOTE:*** *Use this template to create your own recruitment letter. Because recruitment letters can widely vary, you should make changes as applicable to your study. This template is for use as a guide or example and does not need to be copied verbatim for each project.* ***The only exception is providing the study-specific version date (e.g., NOT template version date) and template text in the footer of the letter, which is mandatory per VHA Directive 1200.05.***

*More information on contact with subjects and recruitment requirements when initial contact is not initiated by potential subjects can be found in the Contact with Subjects section of the VAPORHCS IRB SOP located at:* [*https://www.va.gov/PORTLANDRESEARCH/documents/irb/irb-sop.doc*](https://www.va.gov/PORTLANDRESEARCH/documents/irb/irb-sop.doc)

*The IRB strongly recommends investigators and study staff read the VAPORHCS IRB SOP prior to submitting recruitment plans and any related materials.*

***DIRECTIONS FOR USE OF THIS TEMPLATE:***

* *Read VAPORHCS IRB SOP/instructions and complete as applicable for your project.*
* ***Example text*** *may be used and/or modified, if applicable.*
* *Any* ***blue text*** *within greater/less than symbols (< >) should be replaced with study-specific text and the symbols removed from the final letter or deleted completely, if applicable. All text in the final document should be black.*
* *Instructions in* ***red text*** *must be deleted.*
* *All IRB-approved Recruitment Letters must be sent to potential subjects on official VA Letterhead. VA Letterhead and format requirements can be located on the Administrative Support Knowledge (ASK) SharePoint site (assessable only behind the VA firewall) located at:* [*https://dvagov.sharepoint.com/sites/VHAPOR/PSites/EO/ASK/SitePages/Home.aspx*](https://dvagov.sharepoint.com/sites/VHAPOR/PSites/EO/ASK/SitePages/Home.aspx)

648/P1DIR

<Study ID#>

<date>

<VAPORHCS Patient Name>

<Address>

Dear <Veteran or name, if appropriate>:

*The letter should explain how the person sending the letter obtained the contact information for the potential participant.*

**Example #1:** Your doctor, <name of clinician>, MD, has <told / written to> you about a research study we are doing that you may be interested in, and said you might like to hear more about the research.

**Example #2**: You previously participated in a research study about <insert study topic/tile>. At that time, you agreed to be contacted about participating in future research. We are writing to tell you that we believe you may be <insert “eligible for” or “interested in”> an research study about <insert study topic>.

*Provide study information.*

**Example**: The name of the research study is <name of study>. The purpose of the study is <describe briefly in layman’s terms>. <provide brief description of the study, as appropriate>.

*Explain whether there will be follow-up to this letter, e.g., another letter sent, a phone call, etc. If a phone call is planned, please state how the potential subject may opt in/out.*

**Example**: Please complete and return the enclosed letter in the stamped self-addressed envelope (also enclosed) indicating if you would like to learn more about the research study or if you are not interested. If we do not receive a letter from you within two weeks, someone may call you to make sure you received this letter.

*Provide contact information for the study investigator or study team.*

**Example**: If you would like to call us about the research, please call **<name>** at **<phone #>**. We appreciate your interest in VA research. Thank you!

Sincerely,

<Name Clinician/PI/Service Director>

Encl.

**Example of opt In/Out Method:** At your convenience within the next 2 weeks, please check a box below, place the letter in the enclosed self-addressed, stamped envelope and mail.

THANK YOU!

TO:

<Name Clinician/PI/Service Director>

FROM: <Potential Subject Name>

Please check one box below:

I would like to know more about the research study, <Study ID# and Title of Research Study>. Please call me.

Please do not contact me about the research study, <Study ID# and Title of Research Study>.