



Non-OSU Researcher Recruitment Request

This form must be completed by researchers **not affiliated** with Oklahoma State University who wish to recruit students, faculty, or staff for participation in a research study. Submission of this form does not guarantee approval. All materials will be reviewed by the OSU IRB Office. You may use the Adobe Fill & Sign option to electronically complete this form.

Please email this form and applicable documents to irb@okstate.edu

Section 1: Researcher & Project Information

1. **Project Title:**

2. **Principal Investigator (PI) Name:**

3. **PI Email Address:**

4. **Institutional Affiliation (Name of University/Organization):**

5. **Is the PI a student?**

☐ Yes ☐ No

○ If yes, provide the **Faculty Advisor's Name:**

○ Faculty Advisor's Email:

6. **IRB Approval:**

Has your home institution's IRB approved this project?

☐ Yes ☐ No ☐ Pending

IRB Approval Date:



University Research Compliance

Oklahoma State University

www.research.okstate.edu

Section 2: Study Description

1. Brief Purpose of the Project:

2. Population to be Recruited from Oklahoma State University:

- ☐ Students
- ☐ Faculty
- ☐ Staff
- ☐ Other: _____

3. Recruitment Methods (Check all that apply):

- ☐ Email distribution
- ☐ Flyers/Posters
- ☐ Social Media
- ☐ In-person (e.g., at events, classrooms)
- ☐ Other: _____

Section 3: Required Documentation

Please submit the following documents with this request form:

- **IRB Approval Letter** from your home institution
- **Informed Consent Form**
- **Recruitment Materials** (e.g., emails, flyers, scripts)
- **Study Materials** (e.g., surveys, interview questions, focus group guides)
- Other relevant documentation (as applicable)



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Section 4: Signature & Acknowledgment

I certify that the information provided is accurate and that I will not begin recruitment at Oklahoma State University without written approval from the IRB Office.

Researcher Signature: _____

Date: _____

For IRB Office Use Only

- ☐ Approved
- ☐ Not Approved
- ☐ Additional Information Required

Reviewed By: _____

Date of Review: _____

Comments: