



Policy for Recruiting Research Participants at Texas Tech University Early Head Start (TTU EHS)

This policy statement is intended to guide and facilitate the recruitment of research participants at TTU EHS. (Those wishing to conduct research at TTU EHS should refer to the Policy for Conducting Research at Texas Tech Early Head Start). TTU EHS staff and the Research Director welcome research by members of the university community, and to that aim, the Research Director is available to answer questions and help expedite the application process. Once IRB approval has been granted, the process of obtaining permission to recruit from TTU EHS is typically quick and easy. All recruitment must be approved by the Research Director before participants are recruited at TTU EHS.

To obtain approval for recruitment only, the following items must be submitted to the Research Director by email.

- [Application to Recruit Research Participants at TTU EHS](#).
- Texas Tech University Institutional Review Board (IRB) *approval Form, approved Description of Study*, and approved recruitment materials and consent form.

Note: If a letter of support from TTU EHS is required to obtain IRB approval, this may be discussed with the Research Director. Once the IRB has approved the study, the full application will be required to be approved by the Research Director prior to the research being conducted.

- Summary of the research project to be posted to the TTU EHS Current Research website once data collection is complete. The Summary should be concise and descriptive.
- A signed "[Acknowledgement Agreement](#)", which is attached to this form. The agreement specifies the statement that must be included in journal article submissions. In addition, you agree to share all published journal articles that which result from the project which will allow us to continue documenting the research activity facilitated by TTU EHS.



TEXAS TECH UNIVERSITY
College of Human Sciences

Early Head Start™

Timeline for Approval:

The Research Director will approve within three working days of submission of all completed documents. Once approval is obtained, the PI is required to supply information regarding the project to the EHS Director and staff who will often be approached by parents regarding requests for participation. A brief informational meeting (15 minutes or so) occurring during a TU EHS staff meeting may be necessary to share information and answer questions. Please contact the TTU EHS Director to arrange this meeting.

Approved Methods of Recruitment:

Flyers and verbal recruitment methods are the most commonly used forms. If you would like to request another form of recruitment, please note this in your application and we will try to accommodate your needs.

A. Flyers

Flyers may be submitted to the TTU EHS Receptionist, and we will distribute them to parents' folders. TTU EHS will not make photocopies. The number of children/families available for recruitment in the age-range of interest may be obtained from the Receptionist. If you wish to personally hand flyers to parents or other family members, you must coordinate this with the EHS Director.

B. Verbal Recruitment

You may recruit children/families by talking with parents one-on-one at the beginning or the end of each day. Time(s) and day(s) of recruitment must be discussed with the EHS Director.

Contact Information:

Any inquiries regarding research participants and application materials should be directed to the HDFFS Department Chairperson:

Ann Mastergeorge

ann.mastergeorge@ttu.edu

All general inquiries can be directed to the EHS Director:

Denise Stovall

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