



SJD Institutional Review Board
Title: Recruitment Plan Form
Code: SJDIRB Form 3.6
Version: 02

Section 1. *To be filled up by the Principal Investigator.*

1. Protocol Title		2. Principal Investigator/s	
3. Sponsor		4. Co-Investigator/s	
5. Study Sites		6. Target number of respondents under SJDIRB	
TARGET POPULATION			
7. Describe the characteristics of the individuals you plan to recruit (e.g., age, gender, ethnicity, health status, etc.).		8. Provide a rationale for the chosen population.	
RECRUITMENT PLANS: Check all that apply and provide details for each method selected:			
<input type="checkbox"/> Flyers/Posters (attach copies)	9. Where will they be posted?		10. For how long?
<input type="checkbox"/> Social Media	11. Specify platforms and provide sample posts		
	12. How will confidentiality be maintained?		
<input type="checkbox"/> Presentations	13. Where and to whom?		
<input type="checkbox"/> Referrals from healthcare providers/ community organizations	14. Provide details		
<input type="checkbox"/> Advertisements	15. Specify where ads will be placed and provide copies		
<input type="checkbox"/> Other	16. Specify		
COMMUNITY ENGAGEMENT ACTIVITIES			
17. Describe planned activities	e.g., health fairs, community meetings, workshops, presentations at community centers, partnerships with local organizations		
18. Purpose of activities	e.g., raise awareness of the study, build trust, address community concerns, ensure culturally appropriate recruitment strategies		
19. How will these activities support ethical recruitment?			



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RECRUITMENT MATERIALS CONTENT (e.g. Posters, Powerpoint presentations, etc.)	
20. Confirm that all recruitment materials include the following:	<ul style="list-style-type: none">○ Study title○ Name of the principal investigator/contact person○ Purpose of the research study (in lay language)○ Participant eligibility criteria○ Time commitment required○ Location of the research○ Statement about private responses for social media recruitment○ Indication of compensation (if applicable)○ Deadline for responding (if applicable)○ Contact details of research ethics reviewer (San Juan de Dios Institutional Review Board)
21. Language and Tone - Confirm that recruitment materials adhere to the following:	<ul style="list-style-type: none">○ Use of "participant" instead of "patient," "subject," or "volunteer."○ Use of simple/lay language, avoiding jargon.○ Avoidance of acronyms, abbreviations, or mnemonics unless well-known and non-sensationalistic.○ Clear explanation of investigational treatments.○ Avoidance of coercive or sensationalistic language.○ Avoidance of stereotypes in text and images.○ No promises of favorable outcomes beyond those in the informed consent.○ No claims about the safety or efficacy of investigational products. (If applicable)○ Accurate description of medical treatment provided (if any).○ Compensation not featured as the lead element.○ No mention of commercial sponsors or product manufacturers.
ETHICAL CONSIDERATIONS	
22. Describe any potential ethical concerns related to recruitment and how they will be addressed.	
23. If any required information is omitted from recruitment materials, explain the rationale.	
24. Recruitment Timeline: Provide estimated start and end dates for recruitment.	



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25. Monitoring and Evaluation:
Describe how the effectiveness of the recruitment plan will be monitored and evaluated.

Name of Principal Investigator	Signature and Date

This form, along with the submitted recruitment materials, will be reviewed by the IRB to ensure ethical and responsible recruitment practices.