***Directions:***

***Use the following guidelines for an approved FAU-branded flyer to help recruit research participants for studies.***

1. Choose and edit one of the approved FAU-branded flyers, using the prompts as a guide.
2. Content should avoid overly influential or coercive language (i.e. new, best, free, etc.). (For clinical studies, avoid referring to research as a “treatment.”) Follow guidelines listed here: [**http://www.fda.gov/RegulatoryInformation/Guidances/ucm126428.htm**](http://www.fda.gov/RegulatoryInformation/Guidances/ucm126428.htm)
3. If posting flyer on FAU campus, follow additional guidelines and language requirements outlined here: [***https://www.fau.edu/studentunion/forms/Flyer%20Processing%20Form%20Oct%202.pdf***](https://www.fau.edu/studentunion/forms/Flyer%20Processing%20Form%20Oct%202.pdf)
4. Adding or changing pictures:
	1. If your picture shifts the text boxes, select your image by clicking it, go to Picture Format> Wrap Text> In front of Text
	2. Don’t know how to insert a picture into Word Document? [Click here.](https://support.microsoft.com/en-us/office/insert-pictures-3c51edf4-22e1-460a-b372-9329a8724344)
5. If you opt to not use one of the branded templates:
	1. Connect with your college’s communication and marketing leader (If you’re unsure who that is, contact Public Affairs or your dean) to help with design and approval. This communication and marketing contact will coordinate with you and Public Affairs to facilitate a properly branded recruitment flyer.
	2. After approval, submit Research Integrity for review and approval.

***\* If you’re ready to get started, delete this box.***

PARTICIPANTS NEEDED:

**Title of Study goes here**

***About this Study:***

(Briefly mention the study’s purpose here and/or identify the PI or research team.)

***Participation Eligibility:***

* (List Participation Requirements here. I.e., time commitment required, survey needed, age requirements, etc.)

(optional) **You Cannot Participate if:**

* (List criteria for why they cannot participate here.)

***Benefits of Participation:***

* (List benefits and incentives here. Do not place emphasis on payment such as bolding or highlighting.)

***How to Participate:***

* *(If in person, provide location and open times. If online, provide link to participate.)*

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