**Template 5: Recruitment Registry Consent.**

[The below is example language and should be revised to fit what you are planning]

**[Title of Registry]**

We are inviting you to participate in a recruitment registry maintained by [Institution/Organization Name/Research Lab & PI name]. This registry helps us collect information about you so we can match you with research studies (now or in the future) that might interest you. By joining, you’ll help researchers find participants for their studies and contribute to progress in [relevant field of research]. Joining is completely up to you, and there’s no penalty if you decide not to participate.

**What will I be asked to do?**

[Describe the data collected & tasks to be conducted. Consider the following example]

If you decide to join, we’ll ask you to spend about 15 minutes completing surveys and tasks. These will include an online survey where you’ll provide details like your phone number, age, gender, and when you’re usually available. We’ll also ask about your physical and mental health history. At the end of the survey, you’ll play a quick matching game to test how well you recognize shapes and colors.

**Who will see my information?**

[Describe the general process for using data from the registry. Be clear about whether you are passing along only contact information, data, or recruitment will be via a warm handoff. Consider the following example]

Researchers looking for participants for their studies will contact us to for help recruiting. We will look at your responses and see if you’re a good fit for their study. If you’re a match, we’ll share only your name and preferred availability with the researcher so they can reach out to you using your preferred contact information. We’ll keep your information in the registry for 10 years and will only share your contact information with other Northeastern researchers.

[Note that this is a required element per [**46.116 (9)(i)**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1116) and should generally not be modified]

In addition, your de-identified information (meaning we remove your name and contact information) could be used for future research without additional informed consent.

**Are there any risks or benefits**

[Summarize risks – for most registries, the only risk is privacy and confidentiality]

The main risk is that someone unauthorized could access your information, but we’ll work hard to keep your data safe. Your information will be kept safe on password protected Northeastern computers and only shared with approved researchers. There’s no direct benefit to you, but your participation could help advance important research.

**Can I leave the registry?**

[Describe the general process, if any, for withdrawing from the registry]

Yes! You can decide to stop any time. Just let us know by contacting us at [contact info] to ask to remove yourself or ask any questions you might have. You can also tell any researcher contacting you to remove your name and information from the registry.

If you have any questions about your rights in research, you may contact the Department of Human Research at Northeastern. Tel: 773-396-2327, Email: [IRBReview@northeastern.edu](mailto:IRBReview@northeastern.edu).

**This registry has been reviewed and approved by the Northeastern University Institutional Review Board. Let us know if you’re interested in joining. Thank you!**

[Note that many recruitment registries may be eligible for a waiver of documentation of consent. If you will obtain signed consent, please revise to include signature lines instead]