**Instructions for use of Daemen Research Listservs**

[student\_research@daemen.edu](mailto:student_research@daemen.edu)

[faculty\_research@daemen.edu](mailto:faculty_research@daemen.edu)

[employee\_research@daemen.edu](mailto:employee_research@daemen.edu)

[alumni\_research@daemen.edu](mailto:alumni_research@daemen.edu)

* Use of the above listservs is restricted to Daemen IRB-approved protocols only.
* Both the subject line of the recruitment email and the recruitment text must be approved by the IRB.
* Do not vary from the approved email script; it must be sent as approved, verbatim.
  + Do not add any coercive language (e.g., “Please help my student”, “We really hope you participate”, etc.)
  + Do not bold any part of the email unless included in the version approved by the IRB
* The listservs are regulated by a moderator; only IRB approved scripts will be sent out. Those not approved or that do not follow the approved script, verbatim, will be rejected.
* Students do not have access to post to these listservs. Faculty supervisors must post to the lists on behalf of student researchers.
* The following must be included at the end of the all recruitment email scripts .
  + This protocol has been proved by Daemen University’s IRB, protocol ID# (*provide protocol number*)

**Thank you for your cooperation and observance of these policies.**