Email Details:

Sent From: (e.g., @anschutz.edu, @cudenver.edu, etc.)

Subject line: (e.g., “Research Opportunity”)

I am writing to ask if you might be interested in joining a study. The study is about [short, lay summary]. We are doing this study to better understand [short, lay summary]. Participation is voluntary.

You may be eligible for our study if you are [general description]. If you join our study, you will be asked to [short, lay summary]. More information about our study can be found [at the following link …, in the attached consent form].

If you have questions or want to learn more about our study, please [respond to this email, call us at [phone number], complete a short eligibility survey here: [link]]. More information about research in general can be found here: <https://researchstudies.cuanschutz.edu/Home/About>.

If you are not interested in our study and do not want to be contacted again, please respond to this email, or call us at [phone number] and let us know you do not want further contact.

We received permission to contact you from the Colorado Multiple Institutional Review Board. The reference number for this study is #xx-xxxx.

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

[name, title]