SIMMONS UNIVERSITY

Policy Name: **Policy on Internal Research Recruitment and the Use of the Research Recruitment Listserv**
Effective Date: September 3, 2026
Last Approved: September 3, 2026

I. Policy Scope and Purpose of the Policy

The Center for Faculty Excellence manages two email addresses that are used for the internal recruitment of participants for research studies (researchrecruitmentsubmissions@simmons.edu for announcement submissions and researchrecruitment@simmons.edu for announcement disseminations). This policy describes the details for how this listserv may be used, circumstances in which the listserv must be used, and the conditions under which internal research recruitment is allowable at Simmons.

II. Definitions

University-Supported Research is any Principal Investigator ("PI")-led research (including both human subjects and non-human subjects research), that is being conducted by:

- A current full-time or proportional Simmons University faculty member or full-time staff members conducting research in conjunction with the requirements of their position at Simmons and/or research related to professional work in their field;
- A Simmons University adjunct faculty or part-time staff member conducting research in conjunction with the requirements of their position at Simmons;
- A Simmons University adjunct faculty or part-time staff member conducting research related to professional work in their field who has been granted PI status (see Simmons University Policy on Principal Investigator (PI) Eligibility) and/or who has secured a letter of permission from the Vice Provost of Academic Affairs, Assessment, and Policy to recruit internally at Simmons;
- A currently enrolled student who is conducting research as part of their approved course of study and supervised by a faculty member in their program;
- A faculty Emeritus conducting research;
- A Simmons-affiliated individual (such as a Simmons alum) conducting research who has been awarded PI status and/or who has secured a letter of permission from the Vice Provost of Academic Affairs, Assessment, and Policy to recruit internally at Simmons.

III. Responsibilities and Procedures

Internal research recruitment is allowable at Simmons University for eligible, PI-led University-Supported Research only. At least one PI on the study must meet one of the definitions described above in order to be eligible, and all PI-led studies must use this listserv for email-based recruitment.

Surveys and similar studies being administered by Institutional Research or other University campus offices that are PI-led must use this listserv for email-based recruitment. Surveys administered by University offices that are not PI-led or do not require IRB approval are not

required to adhere to this policy. If offices or staff members have questions about the appropriate administration of a survey, please email ir.office@simmons.edu.

In order to recruit internally via the Research Recruitment listserv, studies must have successfully secured all relevant internal approvals (IRB, IACUC, Biosafety Committee), have an active protocol in good standing, and must follow processes for human subjects and other protections as approved by these committees.

Below are the procedures for the use of the Research Recruitment listserv:

- Any individual who meets the above criteria can use the Research Recruitment listserv for internal participant recruitment in research studies.
- The Executive Director of the Center for Faculty Excellence appoints at least two listserv moderators who ensure that all research recruitment email submissions meet the criteria listed above. Submissions that do not meet the criteria listed above, including, but not limited to, submissions that do not follow an approved IRB protocol (if required for the study) or are not for University-supported research, will not be approved by the moderators.
- Technology ensures that the listserv is automatically updated to include all current faculty, staff, and students, adding new members to the list and removing those who have left Simmons. The listserv moderator cannot send messages to a subset of this group. If studies are only recruiting for a specific population (for example, graduate students), the PI is responsible for specifying this exclusion criterion in the recruitment call.
- All emails will include a signature providing clear and simple directions on how individuals can update their subscription preferences so that they no longer receive emails from the list. The signature must also state that (a) participation is voluntary, (b) that choosing not to participate has no negative employment or academic consequences, and (c) individual studies will provide additional information on confidentiality related to individual participation and the use of information shared.
- A maximum of two posts to the listserv per semester is permitted per study. The PI (or the student's faculty advisor in the case of student-led studies) should contact researchrecruitmentsubmissions@simmons.edu if there are extenuating circumstances that might require consideration.
- No more than one email per week will be sent from the listserv. The listserv moderators are responsible for batching requests into one email if multiple submissions are received in one week. If the content of submissions needs to be modified in any way, the listserv moderators will request modifications from the PI or make formatting adjustments as needed to fit into the batch distribution email.
- All recruitment announcements will be distributed in one batch email every Tuesday. Any requested recruitment announcements must be sent to researchrecruitmentsubmissions@simmons.edu by 5pm EST on Monday to be included in the weekly recruitment email, which will be compiled and distributed via researchrecruitment@simmons.edu. PIs may email their announcements as attachments or in the body of the email.

- All listserv emails will include the following signature:
  Participation in studies shared through this listserv is voluntary. Choosing not to participate has no negative impact on individuals' employment or course of study. Individual studies will provide information on confidentiality related to participation and the use of information shared. Each study will provide details about the privacy of your information and any potential benefits and risks related to your participation.

  To advertise recruitment for a study on this listserv, review the Policy on Internal Research Recruitment and the Use of the Research Recruitment Listserv to ensure that your study is eligible and then submit by emailing researchrecruitmentsubmissions@simmons.edu. Emails will be sent from the listserv weekly on Tuesday mornings. Contact researchrecruitmentsubmissions@simmons.edu with questions.

  To no longer receive emails from this listserv, please visit https://groups.google.com/a/simmons.edu/g/researchrecruitment/membership and select "No email" under "Subscription."

Office Responsible for this Policy: Center for Faculty Excellence
Related Policies: Simmons University Policy on Principal Investigator (PI) Eligibility