Request for Le Moyne Student Email List from Office of the Registrar

for Human Subjects Research Recruitment

Le Moyne College Institutional Review Board

Name of study:

Researcher(s):

Upon approval from Le Moyne’s Institutional Review Board and submission of this form, the Registrar’s Office is able to supply a list of email addresses for currently enrolled students. Please identify the student populations you would need included in your list of emails for recruitment to participate in your research study (select all that apply):

Matriculated Undergraduate students (Bachelor’s degree seeking)

Matriculated Graduate students (Graduate degree seeking)

Non-matriculated Undergraduate students (non-degree)

Non-matriculated Graduate students (non-degree)

Full-time students

Part-time students

Other. Describe fully the criteria that you want the Registrar to use:

Due to privacy concerns, the Office of the Registrar will not provide lists of student email addresses to students or other non-authorized parties. Email lists for human subjects research recruitment will only be given to Le Moyne College faculty or other authorized employees. In the space below, please provide the name and email of the person who will receive the email list and send the recruitment email. If this is for a student research project, the person named below must be the faculty mentor / sponsor:

Name:

Email:

By providing their name and email above, the researcher / faculty sponsor agrees to and affirms the following:

1. The recruitment email will let the recipients know the criteria that were used in selecting recipients.
2. The email list will be used only by the designated researcher or faculty sponsor on this form and will be used only to recruit participants for the study named above.
3. The person sending the recruitment email will use the *bcc* feature in order to safeguard the privacy of the email recipients.

The Office of the Registrar will not accept this form unless it has the IRB approval stamp indicating that the research project has been approved.