

Participant Email Verbiage for Recruitment

Dear <<NAME>>

Hello! We are writing to invite you to participate in an important military research study investigating the health and social needs of active duty service members. You have been invited because you are an active duty Sailor or Marine.

If you choose to participate in this Department of Defense-sponsored study, you will be asked to complete two confidential online surveys about your health and access to resources needed for daily life. The two surveys will take approximately 15 minutes each to complete and will be completed six months apart.

To show our appreciation for your time, you will receive a \$15 gift card code to Amazon.com once you have completed the first survey and a \$25 gift card code to Amazon.com after you complete the second survey (total of \$40 if both surveys are completed). You must complete surveys while you are off-duty to be compensated. The purpose of the study is to understand the needs of active duty military personnel and your participation may help us better address the needs of future Sailors and Marines.

Please note that any information you provide will not be made available to your chain of command or promotion boards, nor will it affect any future medical care you receive.

Even if you agree to participate, you can choose to quit the study any time by emailing or calling the study team.

If you are interested in participating, we will first confirm your eligibility through a brief eligibility screener done online. We will then email you a link to the study consent form and survey where you can begin your participation. Should have any study-related questions, please contact us at <<INSERT STUDY CONTACT INFORMATION>>. If you are ready to start your participation, please access our eligibility screener here: <<LINK>>>

We appreciate your time and consideration. Very

respectfully,

Kristen Walter, Ph.D. Co-
Principal Investigator
Naval Health Research Center Protocol
number: NHRC.2023.0022

Sample Participant Invitation Email Verbiage to initiate Eligibility Screening

Greetings,

Thank you for expressing your interest in our study!

To join our study, you must first complete an eligibility screening survey to make sure you are eligible to participate. You can access this brief survey here: <<INSERT LINK>> Please do not share this link with others.

Once we confirm your eligibility, we will send you a link to the study consent form and study survey. We will send this link within 3 business days of when you finish the eligibility survey.

We really appreciate your interest in this study. Please contact the study staff at <<INSERT STUDY CONTACT INFORMATION>> if you have any questions.

Thank you and have a great day!

Very respectfully,

Sample Participant Invitation Email to Consent Form

Greetings!

Thank you for expressing your interest in our <<NAME>> study! We have confirmed that you are eligible. As a reminder, participation in this survey is completely voluntary.

To start your participation in our study, please access the study consent form using the link provided here: <<<INSERT LINK>>>

Please read through the consent form. If you agree to all aspects of the study and do not have questions, you can provide your consent and you will be able to start the study survey immediately. If you have questions about the study that you would like to discuss, please contact us before providing your consent and starting the survey. We can be reached at <<INSERT STUDY CONTACT INFORMATION>>.

At the end of the survey, you will be redirected to a second, separate survey where you can enter your email address to claim your gift card incentive (or you can opt-out of receiving the gift card). We expect reading through the consent form and filling out the survey will take approximately 20-25 minutes.

We really appreciate your interest in this study. Please contact the study staff at <<INSERT STUDY CONTACT INFORMATION>> if you have any questions.

Thank you and have a great day!

Very respectfully,

Sample Participant Invitation Email to Consent Form Reminder

Greetings!

This is a reminder that you can still participate in a DoD research study <<NAME>>! We have confirmed that you are eligible. As a reminder, participation in this survey is completely voluntary.

To start your participation in our study, please access the study consent form using the link provided here: <<<INSERT LINK>>>

Please read through the consent form. If you agree to all aspects of the study and do not have questions, you can provide your consent and you will be able to start the study survey immediately. If you have questions about the study that you would like to discuss, please contact us before providing your consent and starting the survey. We can be reached at <<INSERT STUDY CONTACT INFORMATION>>.

At the end of the survey, you will be redirected to a second, separate survey where you can enter your email address to claim your gift card incentive (or you can opt-out of receiving the gift card). We expect reading through the consent form and filling out the survey will take approximately 20-25 minutes.

We really appreciate your interest in this study. Please contact the study staff at <<INSERT STUDY CONTACT INFORMATION>> if you have any questions.

Thank you and have a great day!

Very respectfully,

Sample Participant Follow-up Assessment Invitation Email Verbiage

Greetings!

You may recall that about 6 months ago you completed a survey as part of our research study on the social experiences and needs of service members. We are writing to invite you to complete the final part of the study. To conclude your participation, we are asking that you take another questionnaire about your health and social experiences. This survey should take approximately 15 minutes to complete. Just like with the first questionnaire, you can complete this questionnaire electronically from your home computer, phone, or tablet using the link below. If you complete this survey while off-duty, you will be eligible to receive a \$25 gift card for completing this questionnaire.

Please visit this link to complete the anonymous questionnaire: INSERT LINK HERE.

Please contact us at any time with questions or comments about this research study, or to withdraw from the study. Study staff can be reached at <<INSERT STUDY CONTACT INFORMATION>>.

We thank you for your time and for the information you have provided during this study!

Very respectfully,

Sample Participant Follow-up Assessment Invitation Email Reminder Verbiage

Greetings!

This is a reminder that you can still participate in a DoD research study <<NAME>>!

You may recall that about 6 months ago you completed a survey as part of our research study on the social experiences and needs of service members. We are writing to invite you to complete the final part of the study. To conclude your participation, we are asking that you take another questionnaire about your health and social experiences. This survey should take approximately 15 minutes to complete. Just like with the first questionnaire, you can complete this questionnaire electronically from your home computer, phone, or tablet using the link below. If you complete this survey while off-duty, you will be eligible to receive a \$25 gift card for completing this questionnaire.

Please visit this link to complete the anonymous questionnaire: INSERT LINK HERE.

Please contact us at any time with questions or comments about this research study, or to withdraw from the study. Study staff can be reached at <<INSERT STUDY CONTACT INFORMATION>>.

We thank you for your time and for the information you have provided during this study!

Very respectfully,