**RECRUITMENT AND RETENTION PLAN TEMPLATE**

SF424 (R&R) – Version F

Last revised 6/10/20

**Content Instructions**

* Describe how you will recruit and retain participants in your study.
* Address both planned recruitment activities as well as proposed engagement strategies for retention.

**Review Criteria and/or Questions to Consider**

* Has the PI identified the communities they would like to engage? Have they demonstrated either an established relationship or a plan to establish a relationship with their community? Have they addressed how the relationship will be maintained?
* Are the strategies planned to engage their communities adequate?
* Has the PI identified the benefits of participation in their plan? Have they included compensation for participation in the study if applicable?
* Has the PI identified barriers to participation? Do they provide a strategy for surmounting barriers?
* Is there a plan to monitor retention? Is it feasible and adequate?

**Suggested outline**

We have provided a suggested outline on the second page of this document. If you would like, you can enter your text directly below each subsection header. This document is already formatted appropriately (0.5 inch margins, Arial font, 11 point text). Just delete the first page and you are on your way to a complete draft!

**RECRUITMENT AND RETENTION PLAN**

***Planned Recruitment Activities:***

***Planned Retention Strategies:***