**Ryerson University Research Ethics Board Guideline for**

**Participation Recruitment**

**Purpose**

The purpose of this guideline is to provide researchers with information about the requirements related to recruitment of participants and guidance on how to development recruitment materials.

**Requirements for Recruitment Material**

Recruitment can be done in a number of ways depending on the context of your research. Such examples include flyers that are posted on bulletin board, speaking to someone in person or via telephone, sending someone an email or posting online through social media. You **must** submit your recruitment plan and materials for review. Research should be categorized as *volunteering* not employment if advertised in a newspaper or on websites like Kijiji.

Below is a list of items to include in your recruitment notice.

* Ryerson logo and all partner logos, if appropriate. Logos would not be appropriate for a Twitter notice. If logos cannot be included it should be clear which institutions are involved.
* Study title
* Short description of the purpose
* Inclusion criteria (who can participate) and if applicable, exclusion criteria (who can’t participate)
* Approximate duration of participation
* Brief outline of what will be asked (e.g.. a 30 minute interview, or completing a number of questionnaires, etc.)
* Incentives may be noted, but should not be so prominent as to be coercive
* Reimbursement of costs incurred by the participant like transit and child care
* How to contact the researcher - this should be via Ryerson contact info – Ryerson phone and/or Ryerson email address
* Statement at the bottom of the notice “This research study has been reviewed by the Ryerson Research Ethics Board.”
* If project is funded include statement stating the funder
* You can use clipart, etc. to attract attention to your poster
* Language should be appropriate for the participants you will be recruiting
* Avoid language that is overly coercive (e.g., Do you want to earn $25!!!!! WE NEED YOU!!!!!)

**Recruitment Poster Template**

 [other partner logos]

**PARTICIPANTS NEEDED FOR RESEARCH IN [specify topic title]**

Are You:

* [enter criteria for inclusion and/or exclusion in the study – this could be things like age range i.e. 17-29, students, faculty members, depressed or other health status you might be seeking, ethnic religious background, etc.]
* [Please note that only eligibility and ineligibility criteria applicable for your study should be included]

If you answered yes to the above noted questions you are invited to volunteer in this study of [enter further information about your study beyond the scope of the title provided above].

You will be asked to [note in general terms all of the expectations like anonymous online survey, interview, focus group, etc.]

Your participation will involve [enter the number of sessions, maximum time expected for each session, etc. ]

In appreciation of your time, you will receive [insert any incentive being provided and/or reimbursement for costs to the participant, i.e., transit tokens, child care]

If you are interested in participating in this study or for more information please contact:

[Insert contact name and title – if you are a student mention this is part of your studies]

[Insert contact department]

416-979-5000 x0000 [do not use personal phone numbers]

Email: [insert email address]

This research study has been reviewed and approved by the Ryerson University Research Ethics Board and is funded by [Insert funder if project is funded].

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| --- | --- | --- | --- | --- | --- |
| **Name of researcher or title of study**  **416-979-5000**  **X 1234**  **Or**  **Email:**  [**insert email**](mailto:name@ryerson.ca) | **Name of researcher or title of study**  **416-979-5000**  **X 1234**  **Or**  **Email:**  [**insert email**](mailto:name@ryerson.ca) | **Name of researcher or title of study**  **416-979-5000**  **X 1234**  **Or**  **Email:**  [**insert email**](mailto:name@ryerson.ca) | **Name of researcher or title of study**  **416-979-5000**  **X 1234**  **Or**  **Email:**  [**insert email**](mailto:name@ryerson.ca) | **Name of researcher or title of study**  **416-979-5000**  **X 1234**  **Or**  **Email:**  [**insert email**](mailto:name@ryerson.ca) | **Name of researcher or title of study**  **416-979-5000**  **X 1234**  **Or**  **Email:**  [**insert email**](mailto:name@ryerson.ca) |

**Email, phone or in-person script template**

Hi

My name is [insert name]. I am a [student, researcher] at Ryerson University in the [Department/School, etc.]. I am contacting you to see if you might be interested in participating in a research study.

[If you are a student include the following sentence] This research is being done as part of my [Masters/PhD] project and my supervisor’s name is [insert name and title]. The focus of the research is [general purpose of the research, what will be explored].

To participate you need to be [include eligibility criteria, i.e. between the ages of 17-29 and a current undergraduate student].

If you agree to volunteer you will be asked to you will be asked to [note in general terms all of the expectations like anonymous online survey, interview, focus group, etc.]

Your participation will involve [enter the number of sessions, maximum time expected for each session, etc].

In appreciation of your time, you will receive [insert any incentive being provided and/or reimbursement for costs to the participant, i.e., transit tokens, child care].

[Insert this sentence if you have any previous relationship with a potential participant] Your participation is completely voluntary and if you choose not to participate it will not impact our relationship [insert this if you know the potential participant], your relationship with [insert any agency you might be recruiting from] or Ryerson University.

The research is funded by [Insert name of funder] and has been reviewed and approved by the Ryerson University Research Ethics Board.

If you are interested in more information about the study or would like to volunteer please reply to this email or call [416-979-5000 x0000].

**Twitter Template**

**Research Participants Sought #[topic] @RyersonU @[insert your name or study name] [insert link to online information about study that will include further information as per the templates above and/or consent for online survey]**