**Instructions for Completing the Recruitment Templates**

The following templates have been designed to help you construct and organize your recruitment documents. Some sections are optional and may not apply to your research; these sections should be deleted if they do not apply.

Instructions are identified in square brackets. Please remove these instructions once you have completed the section. The template also contains suggested wording in black text. You can modify this wording if you desire.

Please remove all instructional text before submitting it for CBREC approval. Instructors may leave some instructional sections if they can only be completed by the student conducting the activity.

**1. Recruitment Poster Template**

**RESEARCH PARTICIPANTS NEEDED**

*[TITLE OF THE RESEARCH ACTIVITY]*

Are You:

*[Enter criteria for inclusion and/or exclusion in the research activity – this could be things like age range, students, ethnic/cultural or religious background, etc.]*

If you answered yes to the above-noted questions you may qualify to volunteer in this activity. The activity *[provide additional information beyond the scope of the title provided above and indicate that this is being conducted as part of an academic course].*

You will be asked to *[specify what participants will be expected to do. For example, an anonymous online survey, interview, focus group, etc.].*

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

If you are interested in participating in this activity or would like more information, please contact: *[Insert the name of the student and their institutional contact information. Do not provide personal/home numbers or addresses]*

This research activity has been reviewed by the Course-Based Research Ethics Committee at Ryerson University [specify the CBREC faculty and insert the CBREC protocol number]. If you have questions regarding your rights as a participant in this research activity, please contact: *[insert the contact information for the relevant course-based research ethics committee]*

**2. Email, Phone, or In-Person Script Template**

Hello,

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

This project is being done as part of my course requirement and my instructor’s name is *[insert name and title]*. The focus of the project is *[general purpose, what will be explored]*.

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

If you agree to volunteer, you will be asked to *[specify what participants will be expected to do. For example, an 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, e.g., transit tokens, childcare, etc.]*.

*[Insert this sentence if you have any previous relationships with potential participants:]* 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]*, or your relationship with *[insert any agency you might be recruiting from]* or Ryerson University.

This project has been reviewed and approved by the Course-Based Research Ethics Committee *[specify the CBREC faculty and insert the CBREC protocol number]*.

If you are interested in learning more information about the research activity or would like to volunteer, please reply to this email.

Sincerely,

*[Insert name of primary investigator]*

*[Academic title]*

*[Academic affiliation]*

*[Ryerson University Logo]*

**3. Social Media Template: Twitter**

Research Participants Sought #[topic] @RyersonU@ *[insert your name or the name of your research activity]* *[insert a link to additional information about the research activity as per the templates above and/or consent for online survey]*