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You must download a new template, for each new application, to account for updates to this form. [Remove this box]

Draws/Lotteries as Incentive Template

**Important note: The text you create in this template must be inserted into your existing documents such as, surveys, LOI/CF.**

[Remove this instruction box]

This template has been designed to meet current regulatory and ethical standards effective as of September 2024.

# Important things to remember when completing your consent form:

* You must add all relevant institutional logos into the header.
* You must add a version date in the footer. Only one version date should be listed. This document version date will be listed on the approval letter from the Research Ethics Office (REO).
* You must use the term “participant”, not “subject”.
* You should use simple (lay) language at a grade 6-8 reading level ([instructions for assessing reading level](https://support.microsoft.com/en-au/office/get-your-document-s-readability-and-level-statistics-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2#:~:text=In%20your%20Word%20document%2C%20select,reading%20level%20of%20your%20document.)).
* You must fully write out all acronyms and abbreviations when they are first used.
* You must make sure the size and font of the text are consistent (Open Sans, black, 10pt, as per [Queen’s Brand Central](https://www.queensu.ca/brand-central/visual-identity/typography)).
* You must check that page numbers in the footer are correct after you have completed the form and removed all unnecessary sections (including these instruction pages).

# Instructions for how to use/modify/alter this template:

* **Plain Text -** You should not remove plain text. This text represents Queen’s University’s approved template wording that should not be altered.
* **Text in yellow highlight -** Provides you with an instructional prompt to adapt/alter that area of text to reflect your research study. If the text is applicable to your study, you must change it to black text with no highlight. If the text is not applicable to your study, delete it.
* Comment Boxes - Provide you with instructions and, in some cases, suggested text/examples that you should use only if relevant to your study. If the text is not applicable to your study, do not include it. Please remove all instructional comment boxes from your consent form before you attach it to your application form.
* Any items/sub-items not applicable to your study can be removed from the document; adjust the numbering accordingly.

These pages provide you with directions for navigating/altering this document/form.

You must remove these pages when you have completed the form. [Remove this box]

Draws/Lotteries as Incentive Template

**Study title: [Insert details] should match the title on the ethics application**

**Principal Investigator: [Insert details]**

**Name & Affiliation: [Insert details]**

**Mailing Address: [Insert details]**

**Email: [Insert details]**

# End of study survey text

This text should be included at the end of the study survey. [Remove this instruction box]

Thank you for participating in the survey. We want to offer you the opportunity to be included in a draw for Incentive/Prize by adding your contact information when you are directed to a second survey. Your survey data will not be linked to any of the contact information you provided for the draw.

# Text for second survey (draw entry)

This text should be included as part of the second survey (for participants to enter the draw). This survey should be separate from the study survey/data collection. Answers must not be linked.

[Remove this instruction box]

Your name and contact information will remain confidential and will not be linked to your survey answers.

The contact information collected for the draw will be securely stored, separately from your survey responses. It will be permanently erased once the draw is completed, and the prize(s) have been awarded.

Odds of winning are based on the number of people participating in the survey. Entry into the draw will close on **[select one of the following]** insert date **OR** once all survey responses have been received. If you wish to be included in this draw, provide the following:

Name:

Contact Information (e.g., email, phone number):

# Language to be included in the LOI/CF

This text should be included in the LOI/CF. [Remove this instruction box]

After submitting your survey responses, you will be directed to a separate survey and can enter your contact information to be entered into a draw for a chance to win prize. Your odds of winning are based on the number of individuals who participate in the survey.

Your name and email will be stored securely and separately from your survey responses and permanently erased once the draw is complete. The survey will close on [insert date].

Entry into the draw will close on date/once all survey responses have been received.

The draw will take place x days/weeks/months after the survey closes and be conducted by impartial third party/random number generator.

Only one prize will be awarded per participant.

Winners will be contacted using the contact information provided upon entry into the draw. If a winner has not responded within [insert timeframe], the winner will forfeit the prize, and another draw will be held to determine a winner. The prize must be accepted as awarded or forfeited and cannot be redeemed for cash.

The following text must be included in the LOI/CF to comply with the Criminal Code of Canada. The Criminal Code of Canada requires entry into a draw to be open to all those who choose not to participate in research activities. All entrants must have an equal chance of winning the prize and you can use a time-limited mathematical question as a condition of entry.

[Remove this instruction box]

Participation is not required for entry into the draw; to enter without participating in the study, insert information on how the participant can enter the draw without participating in the study. For example: “submit a 3x5 index card with your name and contact information, along with the study title, printed by hand to lab address. Entries must be received by the closing date above to be eligible. We are not responsible for lost, late, incomplete, illegible, damaged, destroyed, postage due, or misdirected entries. No bulk mailings will be accepted. All entries will become the property of the study team and will not be returned.”

If you have any questions, please contact **[select one of the following]** HSREB at [HSREB.@queensu.ca](mailto:HSREB.@queensu.ca) OR GREB at [chair.greb@queensu.ca](mailto:chair.greb@queensu.ca).

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