**Notice: Do not save for reuse**

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

Recruitment Email Template

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]

Recruitment Email Template

**Subject line:** include subject line to be used for your email

**Body of the email:**

Hi/Hello/Dear include name of prospective participant (if applicable),

My name is [insert your name] and I am a [insert your role] (i.e. student or researcher) at Queen’s University in the [insert your department/school].

I am contacting you to see if you might be interested in participating in a research study about [insert general research topic].

This research is being done to [insert details].

To participate you need to be include eligibility criteria, i.e., between the ages of 18-40; non-smoker; able to attend 5 study visits.

If you agree to participate, you will be asked to include general terms of expectation such as anonymous survey, interviews, focus group, study visits, etc. Your participation should take no longer than include general time commitment and includes include procedures to be performed by participant; if several sessions are required for the study include description, 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.

Your participation is completely voluntary, and you can decline to participate in the research or any aspect of the research, at any time, without any impact on your [insert as applicable] to participant, such as academic standing, employment, medical care.

The research is funded by [insert name of funder].

You can find more information about the study in the Letter of Information by [include method of delivery for LOI], i.e., clicking in this link; checking the document attached.

This study received ethical approval by **[select one of the following]** Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB) **OR** Queen’s University General Research Ethics Board (GREB).

If you are interested in more information about the study or would like to participate, please [insert an appropriate call to action]: reply to this email, call xxxx, click this link.

Thank you for your time and consideration.

Include valediction Best, Regards, Warm regards

Include your name

Include position/institution/department and contact information.