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

Snowball Recruitment 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 MATERIALS FOR SNOWBALL RECRUITMENT METHODS**

**1) Recruitment flyer/poster to hand out to current participants (that will pass along to prospective participants):**

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]. My research supervisor is [insert supervisor’s name at Queen’s University in the insert your department/school]. I am conducting a research study about [insert brief summary] of research proposal in simple language. If you are interested in learning more, please contact me at [insert contact information]. **[Select one of the following]** This study has received ethical approval by the Queen’s University General Research Ethics Board (GREB) **OR** This study has received ethical approval by the Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB).

**2)** **Recruitment email to send out to current participants (that will pass along to prospective participants):**

Thank you for participating in [insert name of the study]. If you know any friends/peers/colleagues, etc. who might be interested in the study, please pass on this information to them. There is no obligation for you to pass along this information, and there will be no consequences if you are not willing to do so.

We are looking for volunteers to participate in this study who [insert inclusion and/or exclusion criteria].

Participation involves [insert description] of study tasks, such as surveys, focus groups, questionnaires, etc. that will take approximately [insert time commitment] for which you will receive [include compensation/incentives]. The study will take place [insert study location] (e.g., lab, online survey software, online videoconferencing platform, etc.)

For the full details of the study, please read the attached Informed Consent Form / click on this link to access the Informed Consent Form.

If you are interested in getting more information, please contact [insert researcher name] at [insert contact information].

You can access the survey/experiment by clicking on the following link: insert study link. You will be presented with an Informed Consent Form, followed by a consent button before the survey/experiment begins.

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

**RECRUITMENT MATERIALS FOR WHEN RESEARCHER CONTACTS CURRENT POTENTIAL PARTICIPANTS**

**1) In-person/telephone scripts to ask for referrals:**

Good Morning/Afternoon/Evening

May I speak with participant’s name please?

Thank you for participating in my research study titled [insert study title]. If you know someone who might be interested in our research, you have the opportunity to provide a referral. There is no obligation for you to pass along this information, and there will be no penalty if you do not provide this information. Do you have time to discuss?

If participants say no, thank them for their time and apologize for any inconvenience. If they say yes, proceed with the following.

Do you know any friend/family/colleague that would be interested in participating in this study?

*If answer is no:*

I would like to thank you for your time today and apologize for any inconvenience.

*If answer is yes:*

Please note that you need to obtain consent from this person to pass along their contact information to us. Once you obtain their consent, please forward their name and contact information by reaching out through [insert email or telephone number]. Also note that potential participants will be aware that you were the source of the referral. You can also request that you are given time to notify the potential participants prior to us contacting them.

Note to researcher: It is the research team's responsibility to document all the information discussed above. Ensure you provide participants with up-to-date contact information so they can reach out with the referral information.

**2) Recruitment email to ask for referrals:**

Thank you for participating in my research study titled [insert study title].

If you know someone who might be interested in our research, you have the opportunity to provide a referral. There is no obligation for you to pass along this information, and there will be no penalty if you do not provide a referral.

If you know someone who might be interested, please obtain consent from this person to pass along their contact information to us. Once you get permission to pass along a potential participant’s contact information, reach out to our team via [insert email or telephone number]. Please note that potential participants will be aware that you were the source of the referral. You can also request that you are given time to notify the potential participants prior to us contacting them.

You can also provide your referrals with additional information for the study by sharing the Informed Consent Form that can be found attached here / by clicking on this link.

If you need further information, please contact [insert researcher name at insert contact information].

**3)** **Telephone scripts when contacting referrals:**

Good Morning/Afternoon/Evening

May I speak with participant’s name please?

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]. My research supervisor is [insert supervisor’s name at Queen’s University in the insert your department/school].

Your name and contact information was passed along to me by [insert participant’s name]. It was suggested that you may be interested in participating in my research study. Do you have time to hear about my study now, or to set up a time to discuss this further in the near future?

*If answer is no:*

I would like to thank you for your time today and apologize for any inconvenience.

*If answer is yes:*

Briefly, we are looking for volunteers to participate in this study who insert [inclusion and/or exclusion criteria].

Participation involves [insert description] of study tasks, such as surveys, focus groups, questionnaires, etc. that will take approximately [insert time commitment] for which you will receive include compensation/incentive]. The study will take place [insert study location] (e.g., lab, online survey software, online videoconferencing platform, etc.).

I can email/mail a copy of the Informed Consent Form for your review. Is this ok with you?

If the answer is yes, confirm mailing/email address and preferred method.

I would like to thank you for your time today and apologize if this has caused you any inconvenience.

**4) Email scripts when contacting referrals:**

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]. My research supervisor is [insert supervisor’s name at Queen’s University in the insert your department/school].

Your name and contact information were passed along to me by [insert participant’s name]. It was suggested that you may be interested in participating in my research study.

We are looking for volunteers to participate in this study who [insert inclusion and/or exclusion criteria].

Participation involves [insert description] of study tasks, such as surveys, focus groups, questionnaires, etc. that will take approximately [insert time commitment] for which you will receive include compensation/incentive]. The study will take place [insert study location] (e.g., lab, online survey software, online videoconferencing platform, etc.).

For the full details of the study, please read the attached Informed Consent Form / click on this link to access the Informed Consent Form.

If you are interested in getting more information, please contact [insert researcher name] at [insert contact information].

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