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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]

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

* **Text in black**

You should not remove or alter headings and text that are in black.

* Text in a black box with a grey background

These areas indicate instructions specific to a heading/section/area of text. Once you have added your information to that heading/section/area please remove the instruction box.

* Text in a dashed outline with a yellow background

Provides you with a prompt to adapt/alter that area of text to reflect your research study (i.e., add contact information, specify, or choose from several options). If the text is applicable to your study, you must change it to black text with no background colour.

**How to change your text to black and remove background colour**

1. Select the paragraph/text you wish to change.
2. Under **Home>** **Styles>** right click **Normal**, left click **Modify.**
3. Ensure **Formatting** is set to Open Sans, 10, Automatic. Click OK
4. Left click on **Normal** to select Style.
* If the yellow highlighted area text is not applicable to your study please remove it.
* **Headings in blue text with a pale blue background**

Provides you with a Heading for sections that include suggested text. You should only use these if relevant to your study. If the heading is applicable to your study, you must change it to black text with no background colour.

**How to change your Heading text to black and remove background**

1. Select the Heading you wish to change.
2. Select the **Shading** dropdown , select **No Colour**.
3. With the Heading still selected, select **Font Colour** , select **Automatic**.

If the Heading is not applicable to your study, please remove it.

* Text in blue with a pale blue background

Provides you with suggested text/example that you should use only if relevant to your study. If the text is applicable to your study, you must change it to black text with no background colour.

**How to change your text to black and remove background colour**

1. Select the paragraph/text you wish to change.
2. Under **Home>** **Styles>** right click **Normal**, left click **Modify.**
3. Ensure **Formatting** is set to Open Sans, 10, Automatic. Click OK
4. Left click on **Normal** to select Style.

If the text is not applicable to your study, please remove it.

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 instruction box]

Draws/Lotteries as Incentive Template

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This Content list is to help you navigate this form.

You must remove the Content list when you have completed the form below. [Remove this instruction box]

Draws/Lotteries as Incentive Template

**Study title:** Insert title as written on the protocol

**Principal Investigator:** Insert name, department, and telephone number

# 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 Date/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

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 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 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.

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 HSREB or GREB at HSREB@queensu.ca or chair.greb@queensu.ca.

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