**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 recruitment email template has been designed to meet current regulatory and ethical standards.

**Important things to remember when completing your focus group script:**

* You must add all relevant institutional logos into the header.
* You will add a version date in the footer. Only one version date should be listed. This date will be listed on the approval letter from the Research Ethics Office (REO).
* You will use the term “participant”, not “subject”.
* 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 script and removed all unnecessary sections (including these instruction pages).

**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]

**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, such as 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 as part of my insert your program, such as Undergraduate, Masters or PhD project and my supervisor’s name is insert name and title of the supervisor.

The focus of this research is to insert general purpose of the research, described in lay terms. 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.

If you plan to provide compensation to participants, state this information in the recruitment email, but not necessarily how much. Do not overemphasize incentives (i.e., bold or large print).

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.

If you are providing a Letter of Information to participants, include a statement that direct participants to read information about the study.

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.

Include mandatory approval statement based on review level (HSREB or GREB studies).

This study received ethical approval by Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board / 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