**Notice: Do not save for reuse**

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

Snowball Recruitment Template

This Snowball Recruitment Template has been designed to meet current regulatory and ethical standards.

**Important things to remember when completing your Snowball Recruitment Templates:**

* 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. This text represents Queen’s University’s approved template wording, that should not be altered without justification.

* 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. If the yellow highlighted area text is not applicable to your study, please remove it.

**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.

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

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

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

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

**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.

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]

**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, such as 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. This study has received ethical approval by the Queen’s University General Research Ethics Board / This study has received ethical approval by the Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board.”

Note to researcher: Include Queen’s institutional/departmental logo and a version date in your recruitment material. For more information on requirements for recruitment materials, please visit <https://www.queensu.ca/vpr/ethics/guidelines-policies>.

**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. The study will take place insert study location (e.g., lab, online survey software, online videoconferencing platform, etc.)

Note to Researcher: If attaching or linking to the Informed Consent Form from this email, include the following:

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

Note to Researcher: If not attaching or linking to the Informed Consent Form, the Snowball Recruitment material should include a disclosure of any substantial risks or burdensome procedures, so participants are aware of these details before signing up or contacting the researcher.

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 Queen’s University General Research Ethics Board/ Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board.

Note to researcher: Include Queen’s institutional/departmental logo in your recruitment email, along with version dates and other applicable details (salutation, email subject line, etc.). For more information on requirements for recruitment emails, please visit <https://www.queensu.ca/vpr/ethics/guidelines-policies>.

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

Note to Researcher: Asking current participants to give you the names and contact information of other potential participants, without their consent, could be considered a violation of privacy in certain situations.

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

Good Morning/Afternoon/Evening

May I speak with participant’s name please?

For telephone recruitment, ensure you receive confirmation that you are speaking to the participant himself or herself and continue with the following.

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.

Note to researcher: Include Queen’s institutional/departmental logo in your recruitment email, along with a version date and other applicable details (salutation, email subject line, etc.). For more information on requirements for recruitment emails, please visit <https://www.queensu.ca/vpr/ethics/guidelines-policies/recruitment-poster-guidelines>.

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

Good Morning/Afternoon/Evening

May I speak with participant’s name please?

For telephone recruitment, ensure you received confirmation that you are speaking to the potential participant himself or herself and continue with following.

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. 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. 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, such as 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 and for which you will receive include compensation. The study will take place insert study location (e.g., lab, online survey software, online videoconferencing platform, etc.).

Note to Researcher: If attaching or linking to the Informed Consent Form from this email, include the following:

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

Note to Researcher: If not attaching or linking to the Informed Consent Form, the recruitment email should include a disclosure of any substantial risks or burdensome procedures, so participants are aware of these details before signing-up or contacting the researcher.

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 Queen’s University General Research Ethics Board/ Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board.

Note to researcher: Include Queen’s institutional/departmental logo in your recruitment email, along with version dates and other applicable details (salutation, email subject line, etc.). For more information on requirements for recruitment emails, please visit <https://www.queensu.ca/vpr/ethics/guidelines-policies/recruitment-poster-guidelines>.