

Standard Student Recruitment Email Template

For internal use only

Date to be sent: <insert date>

Sender: <insert sender>

Target audience: <insert segmented group>

Subject line: Optional Research Study: <insert email title [neutral, non-incentivizing subject line]>

Header: <insert header file name>

Body:

This message is being sent on behalf of [insert name(s)/lab, etc.]. You are invited to participate in an **optional** research study [insert optional description of research/research title]. Participation is entirely **voluntary** and there is no obligation nor need to participate if you do not want to do so. Please direct inquiries to [insert contact email(s) and phone number(s) with extension(s)].

Participation in this research study will included [insert a brief description of the research and what is required of participants] [if compensation will be provided, state this here].

If you are interested in participating or have any further questions, please contact [include name(s), contact email(s), phone number(s) with extension(s)].

If you have any questions regarding your rights as a participant or have any concerns about this study, please contact the Research Ethics Office at researchethics@ontariotechu.ca or 905.721.8668 x3693.

This study has been reviewed by the Ontario Tech University Research Ethics Board [insert assigned REB #] on [insert date].

Sincerely,

[insert sender information]

Internal notes:

- i. When inserting a name the message is being sent on behalf of, please include the Student Lead's name (if applicable), supervisor's name, and the lab (if applicable).
- ii. In the first paragraph, you may wish to insert an optional and brief description of the research and the aim of the research or include the title of the project to give readers insight to the content in order to consider participation.
- iii. This template is a framework of a recruitment email that is expected to be tailored to each individual project. Other information that may be outlined could include: names and information for researchers, purpose of the research, further compensation, confidentiality, any conflicts of interest, etc.