

Procedures: Human Research Ethics**SOP 702 Recruitment****Associated Policy**

Human Research Ethics Policy AR-03

Procedure Holder

Associate Vice President Research

Executive Lead

Research Services

Approval Authority

President

Original Date

Replaces AR-03 procedures (May 2009, Oct. 2014)

Effective Date

July 2022

1.0 PURPOSE

This standard operating procedure (SOP) describes appropriate strategies for recruitment of prospective research participants.

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines.

3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The Researcher is responsible for providing the REB with a detailed description of the recruitment methods and materials (if applicable) and ensuring that prospective participants and their rights to privacy are respected through the recruitment process.

The REB is responsible for verifying that the recruitment process is appropriate for the research and the prospective participant population.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE**5.1 REB Review of Recruitment Process and Materials**

- 5.1.1** The REB shall review the proposed recruitment process to ensure that the rights of prospective participants to privacy will be respected.

5.2 Recruitment Methods

- 5.2.1 Indirect Recruitment:** Recruitment shall be done by indirect methods where the prospective participant is made aware of the research without interaction with the research team. Indirect methods may include:
- Posted written materials such as flyers, posters, advertisements
 - Mass emails
 - Postings on social media
 - Presentations to groups;
- 5.2.2 Direct Recruitment:** Recruitment shall be conducted by a member of the research team that does not have a conflict of interest or a power relationship with prospective participants. In some circumstances, this may be the Researcher;
- 5.2.3 Databases:** The Researcher shall utilize contact information from prospective participants in the database in accordance with the conditions of consent to be contacted for research that they provided;
- 5.2.4 Snowball Sampling:** Participants or informants shall provide information from the Researcher to individuals they know that may fit the inclusion criteria. These individuals may then contact the research team directly, if interested in participating;
- 5.2.5 Participants known to the researcher:** If the potential participant has an academic, professional, social, or other connection to the Researcher, the Researcher may approach the potential participant directly, but in such a manner that the potential participant does not feel pressured or obligated in any way. In this instance, the participant's consent should be obtained by an individual other than the Researcher. Any exceptions to this procedure must be appropriately justified and submitted to the REB for review;
- 5.2.6 In circumstances where the Researchers will obtain consent:** The Researcher must ensure that the consent has been obtained without undue coercion or influence and that there is no likelihood of social, professional or academic misconception, if applicable;
- 5.2.7 Referrals:** The Researcher may send a letter to colleagues asking for referrals of potential participants (e.g. YukonU instructors or staff may be asked to refer students). The Researcher may provide colleagues with an REB approved consent form or research information sheet to give to their potential participants. The potential participant will then be asked to contact the Researcher directly, or, with

documented permission from the potential participant, the Researcher may initiate the contact;

5.2.8 Yukon University Student Records: The Researcher may ask the Yukon University to identify students who appear to meet the research’s eligibility criteria. The Researcher should supply Yukon University with a standard letter describing the research and an invitation to participate that Yukon University may circulate to eligible students. It is NOT acceptable for the Researcher or their staff to contact students identified through Yukon University student records, or other databases independently by any means, unless the student has previously agreed;

5.3 Recruitment Materials

5.3.1 The REB shall review the recruitment materials or information to ensure there is no evidence of coercion or undue influence and that the materials are consistent with the proposed research and informed consent materials;

5.3.2 Advertisements, notices or media messages should be reviewed by the REB, as applicable, and according to REB requirements;

5.3.3 All recruitment materials must be approved by the REB and by each organization where the recruitment material will be displayed, as per local practice prior to their use.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 702	July 2022	YukonU version adapted from N2/CAREB SOP 702.001 (April, 2019)