**Research Ethics Recruitment Poster Guidelines and Template**

Research recruitment materials must be respectful of participants and in compliance with ethical standards and university policies.

All posters / invitations should briefly include:\*

* Study title
* Ensure that it is clear that this is a research study
* Name of the principal investigator/ the person to contact for more information
* The researcher’s university department/faculty/school followed by “Yukon University” (example: School of Liberal Arts, Yukon University)
* Purpose of the research study
* Participant eligibility criteria (inclusion and/or exclusion in the study)
* The time commitment required of participants
* The location where the research will take place
* For materials that will be used on Social media: a statement to the effect that interested individuals should respond privately, and not post publicly (this is best practice in order to maintain confidentiality
* Specify deadline for responding only if recruitment is time limited

\*If there are reasons why it would be inappropriate to include any of the above information in your recruitment document(s), you can explain this in the recruitment section of the research ethics application.

Additional points

* Texts, illustrations, photos, music, or video should be sensitive and appropriate to the target audience and not be disrespectful of other individuals or groups.
* Use simple/lay language instead of discipline-specific jargon
* Avoid acronyms and abbreviations unless they are well known to the public or the group you are targeting AND are not enticing or sensationalistic

**University logo (partner logos)**

**Department of xxxx**

**Yukon University**

**Participants needed for Research in [specific topic title / area]**

Are you:

* [enter criteria for inclusion and/or exclusion in the study]

If you answered yes to the above noted questions you may volunteer to participate in this study. The study [enter further information about your study beyond the scope of the title provided above].

As a participant in this study, you would be asked to [note in general terms all of the expectations like anonymous online survey, interview, focus group, etc.] Your participation will involve [enter the number of sessions, maximum time expected for each session, etc.] By participating in this study you will help us to [briefly state anticipated benefits of the study].

If applicable include the following: In appreciation of your time, you will receive [insert any incentive being provided and/or reimbursement for costs to the participant]

If you are interested in participating in this study, or would like more information, please contact:

[Insert contact name and title– if you are a student, mention this is part of your studies]

[Insert department]

Phone: [xxx-xxx-xxxx not recommended that you use personal phone numbers]

Email: [insert email address]

[If the contact information above differs from the principal researcher please insert] The primary researcher of this study is or the study is supervised by: [insert name and contact info for supervisor]

**This research study has been reviewed by the Yukon University Research Ethics** and is funded by [Insert funder if project is funded].

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