**Online Invitation: Instructions**

All online invitations must include the following:

1. If possible, should include a Carleton University letterhead



2. Must provide a brief description of the research project and the tasks required of participants.

3. Must be clear about participant eligibility.

**Example:**

Participants must be between ages 18-24

4. Must not give prominence in terms of typeface or font size to compensation.

**Example of inappropriate wording:**

DO YOU WANT TO MAKE $50.00?

**Example of approved wording:**

Participants will be compensated with a $5 Tim Horton’s gift card.

5. Must state: “This project was reviewed and cleared by the Carleton University Research Ethics Board [A or B]. Clearance # (insert your ethics clearance number once obtained). If you have any ethical concerns with the study, please contact Carleton University Research Ethics Board, preferably by email at [ethics@carleton.ca](mailto:ethics@carleton.ca) or you can leave a message by phone at 613-520-2600 ext. 2517.”

6. Contact information must be a Carleton phone number and/or a Carleton e-mail address.