****[PLEASE NOTE: TEXT IN RED IS SUBJECT TO CHANGE ACCORDING TO THE CONDITIONS OF YOUR PROJECT.

Please make any changes and additions required to ensure that all information is accurate for your study. Once finished, please remove text in blue]

\*Note: It may not be possible or necessary to include the Carleton logo in all cases. For example, Carleton Qualtrics surveys may already include the logo. Twitter restrictions may also prevent researchers from using a logo.

**Online Invitation: Sample**

# *To be posted on (web site or survey platform):*

# Volunteers needed for (insert brief study topic)

We are looking for volunteers for a (insert a description) study. This project aims to (insert brief study purpose). (Add if relevant, for example, Participants will receive a $5 Tim Horton’s gift card). The study takes place at (insert, for example, Carleton University).

The study aims to (insert brief study description). You will be asked to (insert tasks here). (Note if the study will be recorded in any way, for example, through audio recordings, video recordings, photographs, screen capturing software).

To be eligible, you must be (insert brief inclusion qualifications for participation)

The study will take place (provide location, for example, on campus) and should take approximately (provide time, for example, 60 minutes) to complete. (Say what compensation will be offered, or if none will)

If you are interested, please email (insert name) at (insert Carleton email address) for more details on participating.

This research has been cleared by Carleton University Research Ethics Board (choose: A or B) Clearance # (insert your ethics clearance number once obtained).

[Choose the appropriate board:]

**IF CUREB-A:**

Should you have any **ethical concerns** with the study, please contact the REB Chair, Carleton University Research Ethics Board-A (by phone: 613-520-2600 ext. 2517 or by email: [ethics@carleton.ca](mailto:ethics@carleton.ca)). For all other questions about the study, please contact the researcher.

**IF CUREB-B:**

Should you have any ethical concerns with the study, please contact the REB Chair, Carleton University Research Ethics Board-B (by phone: 613-520-2600 ext. 4085 or by email: [ethics@carleton.ca](mailto:ethics@carleton.ca)). For all other questions about the study, please contact the researcher.