**Recruitment Posters: Instructions**

All posters for recruitment purposes must comply with the following guidelines:

1. Must be on 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 study has been cleared by the Carleton University Research Ethics Board (choose: 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 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.