**REB-approved current student recruitment email template**

**For internal use only**

**Date to be sent:** <insert date>

**Person and/or faculty requesting deployment:** <insert sender>

**Target audience:** <insert segmented group>

**Subject line:** Optional Research Study: <Insert email title [neutral, non-incentivizing subject line]>

**Email copy**

**Header image:**

<[provide name of header selection](https://ontariotechu.cascadecms.com/render/page.act?id=9e829685cdd3b53739008e5449116458&confId=40bd420fcdd3b5377922de8e919f2fe8#tab1-2) from list> **or**

<provide description of type of header you’d like added>

**Text:**

**This message is on behalf of <insert researcher’s name(s), faculty/lab, etc.>. Please direct any inquiries to <insert contact email(s) and phone number(s) with extension(s)>.**

Hi <student’s first name>,

You’re invited to participate in an **optional** research study titled, <insert research title>. Participation is entirely **voluntary** and there is no obligation nor need to participate if you do not want to do so.

Participation in this research study will include <insert a brief description of the research and what is required of participants> <if compensation will be provided, state this here>.

<insert link to consent form(s) for participants>

<insert call-to-action (link)/email/next steps for students to participate>

If you have any questions regarding your rights as a participant or have any concerns about this study, please contact the Research Ethics office at [researchethics@ontariotechu.ca](mailto:researchethics@uoit.ca) or 905.721.8668 ext. 3693.

This study has been reviewed by the Ontario Tech University Research Ethics Board <insert assigned REB #> on <insert date> (Month/Day/Year)>.

Sincerely,

<Insert person and/or faculty requesting deployment>

**End each email with:**

**Ontario Tech Mobile**  
Never miss a beat with important notifications.   
Download now at [**ontariotechu.ca/mobile**](https://ontariotechu.ca/mobile).

**Please do not reply directly to this email as this is an unmonitored mailbox. Please direct any inquiries to the contact person or address listed above.**

**Internal notes:**

* When inserting a name the message is being sent on behalf of, please include the Student Lead’s name (if applicable), supervisor’s name, and the lab (if applicable).
* In the first paragraph, you may wish to insert an optional and brief description of the research and the aim of the research or include the title of the project to give readers insight to the content in order to consider participation.
* This template is a framework of a recruitment email that is expected to be tailored to each individual project. Other information that may be outlined could include: names and information for researchers, purpose of the research, further compensation, confidentiality, any conflicts of interest, etc.