

<b>Title</b>	<b>Recruitment</b>
<b>SOP Code</b>	702.00
<b>Effective Date</b>	October 8 2020

**Site Approvals**

<b>Name and Title</b>	<b>Signature</b>	<b>Date (dd/mon/yyyy)</b>
Dr. Craig Kuziemy, Associate Vice-President, Research	<i>Original signed</i>	

**1.0 PURPOSE**

This standard operating procedure (SOP) describes appropriate strategies for recruitment of prospective research participants.

**2.0 SCOPE**

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines.

**3.0 RESPONSIBILITIES**

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The Researcher is responsible for providing the REB with a detailed description recruitment methods and materials (if applicable) and ensuring that prospective participants and their rights to privacy are respected through the recruitment process.

The REB is responsible for verifying that the recruitment process is appropriate for the research and the prospective participant population.

## **4.0 DEFINITIONS**

See Glossary of Terms.

## **5.0 PROCEDURE**

### **5.1 REB Review of Recruitment Process and Materials**

5.1.1 The REB shall review the proposed recruitment process to ensure that the rights of prospective participants to privacy will be respected.

### **5.2 Recruitment Methods**

5.2.1 **Indirect Recruitment:** Recruitment shall be done by indirect methods where the prospective participant is made aware of the research without interaction with the research team. Indirect methods may include:

- Posted written materials such as flyers, posters, advertisements
- Mass emails
- Postings on social media
- Presentations to groups;

5.2.2 **Direct Recruitment:** Recruitment shall be conducted by a member of the research team that does not have a conflict of interest or a power relationship with prospective participants. In some circumstances, this may be the Researcher;

5.2.3 **Databases:** The Researcher shall utilize contact information from prospective participants in the database in accordance with the conditions of consent to be contacted for research that they provided;

5.2.4 **Snowball Sampling:** Participants or informants shall provide information from the Researcher to individuals they know that may fit the inclusion criteria. These individuals may then contact the research team directly, if interested in participating;

### **5.3 Recruitment Materials**

5.3.1 The REB shall review the recruitment materials or information to ensure there is no evidence of coercion or undue influence and that the materials are consistent with the proposed research and informed consent materials;

5.3.2 All recruitment materials must be approved by the REB and by each organization where the recruitment material will be displayed, as per local practice prior to their use.

## 6.0 REFERENCES

See References.

## 7.0 REVISION HISTORY

<b>SOP Code</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
702.00	October 8 2020	Original version