

## TMU REB Checklist for Recruitment Materials

Before you start, please consider the following:

- This checklist is intended to be a guide rather than a comprehensive checklist. Not all items will apply to every study. There may also be additional considerations specific to your particular study.
- The checklist accompanies the recruitment material templates. Suggested wording for some items may be found on the templates themselves.
- For further guidance, please contact us at [rebchair@torontomu.ca](mailto:rebchair@torontomu.ca).

Checklist Item	Yes	No	N/A
Consider ensuring that the recruitment materials meet all <a href="#">accessibility requirements</a> .			
The Toronto Metropolitan University logo.			
Replace references to “Ryerson University” with “Toronto Metropolitan University”.			
The title of the study.			
The purpose of the study.			
Identify the name of the study funder.			
Identify the principal investigator.			
The principal investigator’s institutional email address.			
A note that the principal investigator is a Undergraduate/Master’s/Doctoral student.			
Revise “candidate” to “student” for participant clarity.			
All eligibility requirements identified under Section 13a.			
What participants will be asked to do (e.g., individual interview, focus group).			
The time commitment for participation.			
The type and amount of the incentive/reimbursement.			

Remove <a href="mailto:rebchair@torontomu.ca">rebchair@torontomu.ca</a> .			
Update your REB Reference ID (2024-).			
A note that the ethics protocol for this study has been reviewed and approved by the Toronto Metropolitan REB (REB 2024-).			