**Email Template: Initial Recruitment Email for TOH/OHRI/UOHI Staff or Other Non-Patient Professionals**

Template Version: September 15, 2023

**User Instructions:**

For use for recruitment of **TOH/OHRI/UOHI** **staff** (physicians, fellows, residents, other healthcare professionals, support/administrative staff) or other non-patient populations when contact information is either:

* Publicly available

**or**

* When sender already has access to the required contact information in the course of their day-to-day job requirements (e.g.: listserv)  
  **or**
* When researcher will ask someone who already has established access to the required contact information to send the email on their behalf (e.g.: department/division administrative assistant, program administrator, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recruitment Email for TOH/OHRI/UOHI Staff or Other Non-Patient Professionals**

**Subject Line:** Invitation to participate in research*\*or other neutral, non-incentivizing subject line. Do not include identifying information.*

Hello,

You are receiving this email because **[e.g.: you are staff in the Department of xxx or you are a PGY1/2/3/4 Resident, or you are a researcher who has previously published articles related to XX, or you are a member of xxx *(name of professional society)* etc.]**

You are being asked to participate in a research study that we are conducting.   
  
Participation is voluntary.

Briefly, the study involves **[provide a brief summary of why the study is being conducted and what participants will be asked to do, time commitment, and if applicable - compensation for, and location of, participation]**.

***If participation involves in-person or virtual sessions (focus groups, resident competencies, etc.):***

The **[Informed Consent Form *or* Information Sheet]** is **[available to you for review via a secure link sent through Microsoft 365 SharePoint *or* is attached for your review.]**

***If participation only involves an electronic survey/questionnaire* *and implied consent will be sought using OHSN-REB’s Implied Consent Form template:****(Reminder, a consent process is still required even if participation only involves a one-time survey. The Implied Consent Form must be presented at the first page of the electronic survey/questionnaire platform):*   
If you are interested in participating in this study, please click on the link below to access the Implied Consent Form and Survey/Questionnaire: **[insert link]**

***If potential participant has questions and/or must contact the study team in order to participate:***

If you have any questions, **[or if you are interested in participating]**, please contact the Research Coordinator at **[insert phone number and extension]** or at **[email address].**

***If you will be sending a reminder email, make it clear here that you will be sending a reminder, when it will be sent and how many reminders you will send. Note, when creating the Reminder Email, use the REB’s ‘Email Template - Reminder Recruitment Email’.***

***Mandatory language:***

**Note:** Email is considered a non-secure form of communication as it may be accessed by unauthorized third parties; do not send any sensitive information via email.

Thank you,

**[Researcher’s name]**

**[Researcher’s institution]**

**[Researcher’s email address]**

**[Researcher’s telephone number]**