**Email Template: Reminder Recruitment Email**

Template Version: December 03, 2020

**User Instructions:**

To be used only in conjunction with the Main Recruitment Email Template.

Thistemplate is written with generic wording to align with TOH Privacy Policy, which indicates that the body of the email should not contain personal health information (PHI). If PHI must be communicated to patients, as per the policy, it should be communicated over the phone, through MyChart, via a link (Microsoft 365 SharePoint/OneDrive, Methods Centre Electronic Data Capture System, etc.), or in an encrypted/password protected document attached to the email.

As the body of the email should not contain PHI, TOH Privacy Office does not expect the email itself to be encrypted; however, any attachments containing PHI must be encrypted/password protected, and the password must be relayed to the participant over the phone.

For patient recipients, use of a “Private” or “Confidential” flag is mandatory to alert the recipients that the email contains sensitive information.

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**Reminder Recruitment Email**

**Subject Line**: Private/Confidential: Invitation Reminder to participate in research*\*or other neutral, non-incentivizing subject line. Do not include disease, recipient names or initials.*

Hello,
An email was sent to you **[XX days/XX weeks]** ago about participation in our research study. Participation is voluntary.

We wanted to send you a quick reminder.Briefly, the study involves **[copy and paste exact wording from your initial recruitment email].**

\* *If applicable:* The Informed Consent Form is **[available to you for review in your MyChart account *or* via a link sent through Microsoft 365 SharePoint *or* attached as an encrypted/password protected document (contact the research team at the coordinates below if you have not already been provided with the password to the document)].**

\* *If applicable:* If you would like to participate in this study please click on the link below to access the Informed Consent Form and Survey/Questionnaire: **[insert link]**

\* *If applicable:* If you would like to participate in this study please click on the link below to access the Survey/Questionnaire: **[insert link].**

\* *If applicable:* If you would like to participate in this study please complete the survey/questionnaire sent to your MyChart account. After completing the survey/questionnaire please return it **[via email to the research team at (email address) *or* by clicking on this link and following the prompts: (insert link)].**

By completing the survey/questionnaire, you are providing your consent to participate in the study.

\* *If potential participant must contact 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 participation only involves an online survey/questionnaire:*
If you have any questions, please contact the Research Coordinator at **[insert phone number and extension]** or at **[email address].**

\**If you will be sending another 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.*

Thank you,

**[Researcher’s name]**

**[Researcher’ institution]**

**[Researcher’s email address]**

**[Researcher’s telephone number]**