Recruit study participants
⇒ Send recruitment materials to potential participants
  • email, phone, poster, social media (Upload of materials to ethics application required)

On-campus research
⇒ Inform potential participants of UWaterloo vaccination policy procedures and COVID-19 screening through Campus Check-In
  • Follow participant vaccination confirmation guidance
  • Use vaccination telephone/verbal and/or email/written script (Upload of materials to ethics application not required)
  • Share study specific information letter with potential participant (Upload of materials to ethics application required)
⇒ Agreement with vaccination procedures and screening
  • Follow participant vaccination confirmation guidance to document agreement, or accommodation, with UWaterloo vaccination procedures along with completion of COVID-19 screening in Campus Check-In before or upon arrival to campus
⇒ Prior to the study visit
  • Perform pre-screening procedures, if needed (Upload of materials to ethics application required)
  • Contact participants using email/written script and/or telephone/verbal script (Upload of materials to ethics application not required)
  • Share COVID-19 on-campus information consent letter and request the participant review and bring printed signed copy to study visit (Upload of materials to ethics application not required)

Off-campus research
⇒ Inform participant of site specific vaccination requirements
  • Upload of process/site specific procedures and materials (e.g., scripts) to ethics application required
⇒ Prior to the study visit
  • Perform pre-screening, if needed (Upload of materials to ethics application required)
  • Contact participants using email/written or telephone/verbal script (Upload of materials to ethics application not required)
  • Share COVID-19 off-campus information consent letter and request the participant review and bring printed signed copy to study visit (Upload of materials to ethics application not required)
  • Off-campus participants are not required to complete screening through Campus Check-In. Screening should be conducted as outlined described in the approved resume request and safety plan and research ethics application.

How to use this flow chart?
• Points with the text, Upload of materials to ethics application required, need to be submitted with a new or amendment ethics application.
• Points with the text, Upload of materials to ethics application not required, are templates available for researchers to follow. Templates must be updated with study specific details in highlighted regions, but do not need to be uploaded to an ethics application

Questions?
Contact the Research Ethics Advisor for your area.