*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

### Department of *[insert department name]* University of Waterloo

## PARTICIPANTS INVITED FOR RESEARCH IN *[specify topic/area]*

We are looking for volunteers to take part in a study of   
***[briefly describe topic]***.

Your participation will consist of ***[indicate in general terms what all of the expectations are, e.g. an online or in-person survey; interview or focus group; assessment of balance; physiological assessment etc.]***.

Your participation would involve ***[insert number]*** session(s),   
which will take approximately ***[insert number]***minutes of your time.

In appreciation for your time, you will receive  
***[insert details of remuneration, if applicable].***

For more information about this study, please contact:  
***[insert name of contact person and department]***  
at  
519-888-4567 ext. ***[insert ext.]*** or   
E-mail: ***[insert University of Waterloo email address]***

**This study has been reviewed and received ethics clearance   
through a University of Waterloo Research Ethics Board.**

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***