Ethics Application Top Tips –
Application and Document Preparation

➢Upload your TPCS2 CORE Tutorial Certificate with your application.

➢SFU ethics application number, the SFU logo, a version number (eg:

➢ version 1), a full document date (day/month/year), page numbers.

➢In the body of the document include a document title, so Consent Form, Recruitment Script, Interview Questions, so that when the document is printed, it is clear what it is.

➢File names should reflect what the document is, eg: Consent Form

➢Make sure that the information in your application form matches the information in the supporting documents.

➢Use the consent form template and guidelines document:
https://www.sfu.ca/research/resources/forms?combine=&field_form_department_target_id=3

Recruitment and Using Social Media

➤ Consider your study population when determining your recruitment method. Would social media work better than a poster?

➤ Include your inclusion criteria in your recruitment materials so that participants know right away if they are eligible to participate.

➤ Attach your study Consent Form to your recruitment materials, or if your study is taking place online, include the url to the Consent Form in the recruitment materials.

➤ If you will be using social media to recruit participants, the recruitment script for the social media posts should make it clear that interested participants should contact the researcher directly rather than responding to the recruitment post publicly in order to protect their confidentiality.

Consent Process

➤ If you are setting up an online survey, the Consent Form must be the landing page of the survey url, so that participants read through the Consent Form and only once they agree to participate, do they move on to the survey questions.

➤ There is text in the Consent Form template that you will need to include if you are using social media as a recruitment method. Please use the ORE Consent Form template available on our website.

➤ If using verbal consent, please include the entire script that you plan to read to your participants in order to obtain their consent.