

Title	Guidelines for External Study Recruitment at Osler
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Revised:	
Approved By:	REB Chair

At Osler, external researchers often request assistance with recruiting participants or distributing materials. This guideline outlines whether a researcher who has obtained approval from their own Research Ethics Board (REB) needs to obtain Osler REB approval when gathering data from Osler participants.

Internal Osler Staff Instructions:

If you are an internal Osler staff member and are approached by an external researcher or organization to:

1. **Distribute recruitment materials** on behalf of the external study team.
2. **Distribute study information** using Osler email lists.
3. **Forward recruitment emails** to colleagues.
4. **Post recruitment posters** on bulletin boards or in office spaces.

Osler REB Requirement:

The study team must complete the *Osler REB Short External Research Advertisement Recruitment Form* (further instructions below).

If you are an internal Osler staff member and are approached by an external researcher or organization to:

1. **Collect data at Osler** to compare responses from Osler participants to other institutions.
2. Or you are an Osler staff with multiple affiliations, and you wish to recruit at Osler.

Osler REB Requirement:

Full Osler REB review and approval through the eREB is required.

External Partner Instructions:

If you are an external researcher and you wish to:

A. compare responses from Osler participants to other institutions.

- If your research will be using responses that are identified as being from participants at Osler as a variable in your analysis, and/or identifying Osler in the dissemination of results, then full Osler REB approval through the eREB is required.

B. ask Osler staff to distribute recruitment materials, using an email lists or bulletin boards, office space or posters.

- Using Osler resources and formal channels of communication in this matter for the purposes of recruiting research participants requires *Osler REB Short External Research Advertisement / Recruitment Form* for review as you are directly using Osler as a recruitment site for your study.

C. email Osler staff you have identified on Osler's website using publicly available information to ask if they would be interested in participating in their study.

- Using **publicly available** information to contact individuals at Osler does not require Osler REB approval *if* you are only asking the person, you are directly contacting to participate in your research and are **not** asking them to forward the request to colleagues.

Please note that in situations where Osler REB approval is required, obtaining ethics approval from Osler does not obligate Osler staff members to distribute your recruitment information. It only allows the researcher to request this.

How to Obtain Osler REB Approval for External Research Recruitment

1. Please email the Osler REB to obtain a copy of our *Osler REB Short External Research Advertisement / Recruitment Form*.
2. Once you complete the short form, attach the following:
 - a. A copy of the completed short form,
 - b. A PDF of the approved application form from your home institution,
 - c. A copy of the local REB approval letter
 - d. Any additional study-related materials (i.e., consent form, recruitment material, study instruments)
3. Email all the applicable documents back to the Osler REB WOHSREB@williamoslerhs.ca
4. Once received, the form is sent to the REB Chair for review, and a response should be issued within 5-10 business days.

Please contact the Osler REB, with any questions or concerns at WOHSREB@williamoslerhs.ca

Reference:

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2022. <https://ethics.gc.ca/eng/documents/tcps2-2022-en.pdf>

Decision Tree: Respoding to External Requests for Recuritment Materials

