

Guideline for Advertising External Research Projects

For research involving humans that is not Langara-sponsored or under its auspices

Research involving humans that is not sponsored by Langara or conducted under its auspices, and which has current ethical approval from a Research Ethics Board at another institution, may be advertised at Langara to recruit participants under certain conditions, provided that such recruitment is not in direct conflict with active studies sponsored by Langara or conducted under its auspices.

Research involving humans that falls within this guideline will not be required to undergo review by the Langara Research Ethics Board (LREB). Langara-sponsored studies involving humans would go through a different process which includes an ethical review by the LREB.

How do I make a request?

If your research appears to meet the conditions set forth in this guideline, you may submit a request to recruit/advertise **by email to the LREB Administrator** at ethics@langara.ca.

How can I contact members of the Langara community?

- Please note that Langara does not allow researchers to distribute information or contact employees, students, or faculty via its internal email listserves.
- Faculty and employees are not permitted to distribute advertisements using internal email listserves on behalf of researchers.
- Researchers who wish to contact employees or faculty at Langara may do so using the information posted on the College websites.
- Students may be contacted by their course instructors or other Langara employees only if they have previously signed up to receive notifications about upcoming research projects and provided consent to be contacted.
- Instructors may display or post an advertisement/PowerPoint slide/poster etc. in their classes or on the course website.

Requirements for Advertisements

All requests to advertise a non-Langara research study must:

1. Indicate specific recruitment activity you wish to conduct on Langara facilities (e.g. posting recruitment materials on campus boards, distributing flyers on campus, etc.).
2. Identify location/s of the facility you wish to use.
3. Identify desired dates of advertising.
4. Provide (as an attachment) a PDF sample of the advertisement or recruitment material. The advertisement must include the following statement:
"This is not Langara-sponsored research. It has been ethically reviewed and approved by [name of research ethics board]."
5. Provide a current notice of ethical review from the REB in your host institution.
6. Ensure that all recruitment materials comply with the [Facilities Services Guideline on Bulletin Boards and Posters on Langara Campus](#).