Suggested Text Inclusions for MIRA researchers using Voice in McMaster Ethics Applications

March 2023

NOTE: Voice has embedded functions that allow participants to reach out to you. Researchers are not to request personal health information with potential research participants for your opportunity through Voice (i.e., via the ‘contact organizer’ button or any other chat feature).

Under Recruitment Information – Section 10\* and Study Protocol in **HiREB General Research Application** and in a cover letter uploaded into Section 1.6 and the revised protocol uploaded in section 2 in **HiREB Amendments**; Section 10 in **MREB** **Applications** and Section 3 in **MREB Amendments**

*HiREB GRA completion instructions:*

\**Please select “self-referral through advertising” in section 10.4, then “Other web-based” in section 10.4.1. The second paragraph of the information above should be included in the free text field in section 10.4.2. Reminder: The ad, using the ad template provided and completed* ***exactly as it will be viewed by potential participants****, must be uploaded into section 10.4.3*.

*Include the following information when you are applying to include Voice as a recruitment strategy in an application or an amendment. In these sections you should also complete and upload a Voice ad template (which we will also provide you) to ensure ethics boards have all the information you will be including:*

This project will also be advertised on the Voice platform. Voice is a community engagement platform that the McMaster Institute for Research on Aging (MIRA) is licensing from the University of Newcastle. The platform acts as a place where researchers can work with community members, through community engagement opportunities and features built-into the website, and though posted research studies, to collect insights and ideas that can be mobilized to drive innovation in research on aging forward. The platform includes an area specifically designed for researchers to post studies seeking participants. These postings are approved by staff at MIRA, who will verify that posted studies have been approved by relevant ethics bodies at the university. Users from the public register for Voice and provide both their contact information and personal information, including age, postal code, gender, sexuality, ethnicity, and employment status, when they do so. This information is stored in a database that can be accessed by staff at MIRA. Information from this database is stored on data servers based in the United Kingdom, hosted and controlled by the University of Newcastle. The privacy and data storage policies have been reviewed and approved by the privacy and legal offices of both McMaster University and the University of Newcastle. Marketing of the platform is primarily aimed to older adults (individuals over the age of 65), however anyone over the age of 18 can create an account. The Voice platform and was reviewed and approved by a joint MREB and HiREB committee as HiREB Application #14929.

Members of the public will find out about ads on Voice either through directly accessing the website, or through digest emails the platform sends out of new opportunities to registered users. After they click on an opportunity and review it, users must click to explicitly consent to sharing their name and email with researchers before they apply. Applicants are informed that researchers will follow up with them directly regarding their application. As part of the platform, researchers will receive the names and contact information of interested participants who apply to participate in opportunities. [REB applicant to outline how and when you will reach out to interested participants\*\*]

\*\*details on the outreach to interested participants to be provided in section 10.5-10.7 of the HiREB GRA.

Under Screening Details - Section 10\* and Study Protocol in **HiREB General Research Application** and in a cover letter uploaded into Section 1.6 and the revised protocol uploaded in section 2 in **HiREB Amendments**; Section 10 in **MREB** **Applications** and Section 3 in **MREB Amendments**

*HiREB GRA completion instructions:*

*\*Please select “Yes” in 10.2, provide the text above in section 10.2.1.*

*If you are seeking to include screening questions that give you access to information on a participants gender, ethnicity, sexuality, or employment status:*

As part of recruitment through Voice, participants are asked to confirm they align with recruitment criteria including: [list criteria you will be asking]. This criteria is necessary for and relevant to my research because… [provide rationale]. Users must explicitly consent to sharing information related to this screening when they apply to an opportunity on Voice. This consent explicitly lists what information is being collected and who is receiving that information. Users are also provided a reminder link for Voice’s privacy policy in this consent. [provide information on how you will be storing this data and what you will do if someone withdraws or doesn’t agree to participate in the study\*\*]

*\*\*This information should be addressed in 10.3 of the GRA.*

*This is in addition to any other screening you may want to conduct with participants after they have applied to participate through Voice. You are responsible for confirming the accuracy of information you receive through applicants through your normal screening processes.*

Under Personal Health Information - Section 12 and Study Protocol in **HiREB General Research Application** and in a cover letter uploaded into Section 1.6 and the revised protocol uploaded in section 2 in **HiREB Amendments**

**Question 12.2** – Check “Other database sources” – Voice Aging Community Engagement Platform HiREB Application (#14929)

*Through Voice you will be provided with the names and e-mail addresses of participants who consent to be contacted about participating in your study, for the purpose of contacting them to follow-up during the recruitment process – this must be indicated in 12.2. If you will additionally be collecting any other information, you must also fill out the relevant demographic information you will be collecting in this section and provide a rationale.*

Under Safeguarding Personal Information – Section 12.6\* and Study Protocol in **HiREB General Research Application** and in a cover letter uploaded into Section 1.6 and the revised protocol uploaded in section 2 in **HiREB Amendments;** Section 15 in **MREB** **Applications** and Section 5 in **MREB Amendments**

*HiREB GRA completion instructions:*

*\*Please select “other” in 12.6 and include the paragraph above in section 12.6.3.*

Voice has rigorous guidelines in place to both protect data and ensure there is a rapid response in the unlikely event of a security breach. To date, Voice has not experienced a security breach. Voice is well-supported by an expert IT and user design team based out of the University of Newcastle that prioritizes the security and protection of user data. Data Security Protocols were reviewed and approved as part of the platform’s HiREB Application (#14929) and were also reviewed and approved by McMaster University’s Privacy Officer and Legal Office before the platform’s licensing agreement was signed.

*You will also be expected to include how you will be dealing with participant information obtained through the Voice (how will you be storing it, what you will do if someone drops out, etc.). This should align with how you will deal with all digital participant data.*

Under Informed Consent Information – Section 11 in **HiREB General Research Application** and section 2 in **HiREB amendments**

*Researchers will need to upload the consent screen/text referenced in the text above “After they click on an opportunity and review it, users must click to explicitly consent to sharing their name and email with researchers before they apply”. This screenshot of an* [*opportunity level consent*](https://macdrive.mcmaster.ca/f/5cc1229a752143d78fa0/) *outlines those details.*

Under Supporting Documents – Section 16.9 in **HiREB General Research Application** and section 2.1.1 in **HiREB amendments**

*Researchers need to upload the “Voice Platform Ad Template” (containing the information specific to their ad/study).*