

Section Clinical Research Center

Date Created: November 1st, 2010

Title: Recruitment of Subjects

Date Reviewed/Modified: December 20th, 2022

SOP Number: SOP-26

Version Number: 5

PURPOSE: The purpose of this standard operating procedure (SOP) is to define Clinical Research Center's (CRC) responsibilities in the recruitment of subjects for studies.

SCOPE: This SOP applies to the CRC's subject recruitment responsibilities, which vary from study to study. The responsibilities are determined by the agreed upon recruiting plan but are subject to change.

PERSONNEL RESPONSIBLE: The Principal Investigator (PI) is ultimately responsible for the study recruitment.

CRC personnel will comply with the University of Nebraska Medical Center (UNMC) IRB Policies and Procedures for recruitment of subjects. CRC personnel will execute recruiting activities according to the approved IRB recruiting plan.

PROCEDURES:

1. All recruiting activities must be submitted for IRB approval prior to implementation. This includes but is not limited to telephone scripts, instruction sheets, brochures, and advertisements.
2. CRC personnel may initiate many of the recruiting activities for a study, but the CRC does not take on the sole responsibility of recruiting participants into investigators' studies.
3. Should recruiting activities be unsuccessful, CRC personnel will meet with PI to discuss additional strategies and provide whatever assistance possible to enhance recruitment. Various recruitment strategies include, but are not limited to the following:
 - Social Media posts: Facebook, Instagram, Twitter, LinkedIn (unpaid & paid)
 - Facebook live and other social media live/recorded informational sessions
 - Video story on social media
 - Presentation at UNMC Science Café
 - Digital
 - Electronic monitor slide on campus monitors
 - UNMC Today/Nebraska NOW
 - Press Release
 - Advertisements in local and surrounding area newspapers
 - Posters, informational flyers and research brochures to clinics and local businesses
 - Referrals from physicians or previous study participants
 - Radio and television advertisements/news stories
 - Direct mail

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- Community presentations to organizations (Lunch & Learns), groups, and health fairs
- Corporate and wellness newsletters
- Presentations and letters to health care professionals
- Chart audits to screen for eligible subjects
- Best practice alerts in One Chart
- Utilizing third party databases
- See SOP 26 Recruitment of Subjects Attachment

4. The CRC tracks the reasons given when participants decline to participate in a study and why participants drop out of a study. This information is shared with the investigator to show the effort and to assist the investigator in re-evaluating protocol design.

ASSOCIATED FORMS:

Recruitment of Subjects



SOP-26 Recruitment
of Subjects Attachm

RESOURCES:

UNMC IRB Policy [#3.6 Subject Recruitment](#)

UNMC IRB Policy [#3.7 Finders Fees & Recruitment Bonuses](#)

Staff Accountability:

Developed By: Director of Clinical Research Operations, Clinical Research Center
Associate Vice Chancellor for Clinical Research, Clinical Research Center

Reviewed By: Research Nurse Coordinator, Clinical Research Center

Department Approval

Signed *LuAnn Larson*
Director of Clinical Research Operations

Date: Jan 4, 2022

Signed *Matt Lunning*
Assistant Vice Chancellor of Clinical Research

Date: Jan 24, 2022










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Final Audit Report

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