



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **November 1st, 2010**

Title: **Recruitment of Subjects**

Version Date: **January 1, 2023**

SOP Number: **SM31**

PURPOSE: The purpose of this standard operating procedure (SOP) is to define Clinical Research Center's (CRC) role 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. Please see SM32 for additional recruitment strategies.
4. CRC staff documents the reasons given when participants decline participation 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.

RESOURCES:

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

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

[Bonuses](#) UNMC HRPP policy #3.12 Ethical Access



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Department Approval

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Research Nurse Manager

Signed: 2/21/2023

Signed [Signature]
Assistant Vice Chancellor for Clinical Research

Signed: 4/3/2023