## Attachment A

## RECRUITMENT SUPPORT FORM

## [VCHRI website and email distribution]

**VCHRI WEBSITE (select one):**

Studies registered on ClinicalTrials.gov: Registered studies will be posted on the VCHRI website upon receipt of VCH operational research approval. Complete **Sections 1, 2, 3e to 3h, and 5**.

Studies that will NOT be registered on Clinical Trials.gov: A researcher may request that VCHRI post information on its website about a study that is NOT registered on ClinicalTrials.gov. Please complete **Sections 2, 3 and 5** and submit this Attachment A to the REB for approval. The study information will be posted on the VCHRI website when i) the study receives REB approval and VCH operational research approval, and ii) Attachment A receives REB approval.

**EMAIL DISTRIBUTION (optional):**

VCHRI E-Blast: A researcher may request that VCHRI send information about a study to a VCH or UBC staff distribution list (an “E-Blast”). For E-Blasts, **Sections 3, 4 and 5** must be completed and submitted to Wylo Kayle for review. The E-Blast information will be transferred on to a VCHRI template and returned to the researcher for REB approval. The E-Blast will be distributed when i) the study receives REB approval and VCH operational research approval, and ii) the E-Blast receives REB approval.

**RECRUITMENT POSTER (optional):**

Please check here if you would like the VCHRI Communications Department to create a recruitment poster for you. The poster must be submitted to the REB for approval before it can be used for recruitment.

**SECTION 1:** Clinical Trials.gov registration number:

**SECTION 2:**

Check all that apply (the study will be posted under one or more of the following categories):

Blood, Heart and Circulation  Birth Defects

Bones, Joints and Nerves  Cancer

Brain and Nerves  Diabetes

Digestive System  Genetics

Blood Disorders  Mental Health and Behaviour

Ears, Nose and Throat  Metabolic Problems

Endocrine System

Eyes and Vision  Pregnancy and Reproduction

Immune System  Sleep

Kidneys and Urinary System  Smoking

Lungs and Breathing  Substance Abuse Problems

Mouth and Teeth  Toxicology and Environmental Health

Reproductive System

Skin, Hair and Nails  Diagnostic Imaging

Surgery and Rehabilitation

Women’s Health  Rehabilitation Intervention

Men’s Health  Transplantation and Rehabilitation

Seniors  Food and Nutrition

Volunteers (Controls)  Fitness and Exercise

Additional key words that will help VCHRI categorize this study on its website:

**SECTION 3:**

Please use lay language.

a) Name of study (email subject line; use lay language)

b) Purpose of this study

c) Who can participate?

d) What is involved?

e) When does this study take place?

(i.e. When does recruitment commence and recruitment close?)

f) Where does this study take place/location?

g) Principal Investigator

Dr ------------, credentials

Position

VCHRI Affiliation

Research Investigator with VCH Research Institute

*or*

VCH Research Institute Affiliated Investigator

Other Affiliations

h) Contact Information

(primary contact name, position, phone number and email)

**SECTION 4:**

Please tick the appropriate areas for VCH broadcast recipients:

VA (Vancouver Acute)

NS (North Shore)

RH (Richmond Hospital)

VC (Vancouver Community)

SC (Sunshine Coast)

STS (Sea to Sky)

**SECTION 5:**

REB Application Number:

VCHRI Application Number:

If you have any questions related to this form, please contact Wylo Kayle, Coordinator Research Approvals, VCHRI at wylo.kayle@vch.ca or (604) 875-5125.