## Attachment A

## RECRUITMENT SUPPORT FORM [Online promotion]

Please fill out all sections (1-4) of this form when requesting any recruitment support services listed below.

**VCHRI WEBSITE (mandatory — select one):**

Studies that are registered on ClinicalTrials.gov: Select this option to have your registered study posted on the VCHRI website. The study will be posted on the [Participate in Research directory](https://www.vchri.ca/participate/search?keys=) upon receipt of VCH operational research approval and completion of this form.

Studies that are NOT registered on Clinical Trials.gov: Select this option to have your non-registered study posted on the VCHRI website. Once this form is completed, submit it to the REB for approval. The study will be posted online when i) the study receives REB approval and VCH operational research approval, and ii) Attachment A receives REB approval.

**SOCIAL SHARING (optional):**

Select this option if you would like VCHRI to promote your research project on Bluesky [@VCHResearch.bsky.social](https://bsky.app/profile/vchresearch.bsky.social).

**NEWSLETTER SHARING (optional):**

Select this option if you would like VCHRI to promote your research study in the [Research Insider](https://www.vchri.ca/research/research-insider) newsletter.

**RECRUITMENT POSTER (optional):**

Select this option if you would like VCHRI to create a recruitment poster for you. The study information provided in this form may be edited for clarity or consistency before being transferred to a VCHRI-branded poster. The poster must then be submitted to the REB for approval before it can be used by your study team for recruitment.

**SECTION 1:**

Clinical Trials.gov registration number:

**SECTION 2:**

REB Application Number:       VCHRI Application Number:

**SECTION 3:**

Select 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 Muscles  Cancer

Brain and Nerves  Diabetes

Digestive System  Genetics

Ear, Nose and Throat  Mental Health and Behaviour

Endocrine System  Sleep

Eyes and Vision  Substance Use

Immune System  Toxicology and Environmental Health

Kidneys and Urinary System

Lungs and Respiratory System  Diagnostic Imaging

Mouth and Teeth  Surgery

Sexual and Reproductive Health  Rehabilitation Intervention

Skin, Hair and Nails  Transplantation and Donation

Healthy Volunteers

Please include five additional key words that will help the public to locate this study on the VCHRI website:

**SECTION 4:**

Please use lay language.

1. Name of study (both full title and short title are required)

Full title (refer to the UBC ethics application title or, for registered studies, the title on [www.clinicaltrials.gov](http://www.clinicaltrials.gov)):

Short title (use lay language or, for registered studies, the lay title in [www.clinicaltrials.gov](http://www.clinicaltrials.gov)):

b) What is the purpose of this study? (under 75 words)

c) Who is eligible to participate? (under 75 words)

d) What is involved? (under 75 words)

e) When does this study take place? (month/year that study recruitment begins and closes)

f) Where does this study take place?

g) Principal investigator (select one)

VCHRI investigator

VCHRI-affiliated investigator

Principal investigator’s name:

Credentials:

Position:

VCHRI/other affiliations:

h) Contact information

Study contact’s name:

Position:

Phone number:

Email:

If you have any questions related to this form, please contact [vchrioperationalapproval@vch.ca](mailto:vchrioperationalapproval@vch.ca).