Monday Morning Practice Pearls #75

What services are available to help with participant recruitment?

The Office of Patient Recruitment (OPR) can help with study recruitment by creating patient-centered campaigns to engage, inform, and enroll the right participants for the study. The OPR maintains a robust registry of individuals interested in participating in NIH research studies. The OPR will also assist with study participant payments as needed. Please see the Office of Communications and Media Relations website for more information.

If I want to use OPR to help with recruitment for my protocol, what do I do?

New Protocol:

1. Study team completes a Service Request form (found on the Office of Communications and Media Relations website).
2. Study team submits the completed form to Nikita Curry (nikita.curry@nih.gov), Supervisor of OPR.
3. OPR will assign a Recruitment Specialist, who will contact the study team for a meeting to discuss OPR services, needs of protocol, process for developing materials and what may need to be emphasized in materials.
4. Recruitment Specialist will develop recruitment materials according to IRB guidelines and will have a management review in OPR.
5. Recruitment materials are sent to the team for review and feedback. If any changes are needed, study team will contact and work with OPR Recruitment Specialist to make the changes.
6. Final review and authorization by OPR and finalized materials sent back to study team.
7. Study team works with Protocol Support Office (PSO) Manager to submit recruitment materials to the IRB.
8. Once approved by the IRB, the study team will send the IRB outcome letter AND approved materials to OPR Recruitment Specialist.
9. Study Coordinator will need to complete and sign the OPR "Agreement Contract to Contact Potential Volunteers." This agreement must be updated if there is a change in study coordinator. Each protocol that uses OPR services must have its own signed agreement.

Changes needed after initial IRB approval:

1. If minor changes are needed (e.g., change in telephone number, change in eligibility age range, etc.), the study team will work with PSO to submit changes to the IRB.
2. If changes are needed to material layout, images, or substantial text changes, the team must contact the Recruitment Specialist to make these changes. Once changes are finalized, the team will work with PSO to submit changes to the IRB.

3. Once approved by the IRB, the team will send the IRB outcome letter AND approve materials to Recruitment Specialist.

Note: Study team must make sure to include all appropriate team members involved in communications with OPR. Also, there must be a single team member that is the liaison with the OPR to avoid confusion. This typically will be the study coordinator.