

UB/CTSI Recruitment Services

Boilerplate Protocol Language

The following sample language can be used in section 9.1 of IRB’s Protocol Template (HRP-503). Please remove the red text below and add study specific details to customize this boilerplate language for your study.

Remember that recruitment must be addressed throughout your protocol and not just in section 9.1. Other protocol sections that must address recruitment include: 9.2, 10.4, 16.2, and 18.1-18.5.

For guidance on creating advertisements to aid in recruitment, refer to IRB’s Worksheet for Advertisements, HRP-315 (located in IRB’s library in Click or on CTSI’s website).

Sample Language

CTSI Recruitment Assistance	The [PI/Research Coordinator/Research Nurse] will oversee all study recruitment and enrollment activities. Participants will be recruited by [insert methods of recruitment. These should be tailored to your target population and study topic. Include when, where, how, and by whom participants will be recruited. For example, “Flyers placed by the Research Coordinator at X locations (with permission from the establishment)”, descriptions of internal databases/registries/contact lists used, explanation of current/potential community partners, names of clinics or clinicians who will refer patients to you, details about use of ResearchMatch, EHR-based methods like i2b2/TriNetX, etc.]. The study team will utilize the University at Buffalo’s Clinical and Translational Science Institute (CTSI) for recruitment assistance and consultation. The CTSI’s Recruitment Team provides resources, guidance on appropriate recruitment strategies, and assistance in linking our study team with partners to effectively reach recruitment goals and target populations.
Community Engagement Team: General	We will be working with the Clinical and Translational Science Institute (CTSI) Community Engagement Team (CET) to create awareness of the study through their professional and community contacts. The tools they have available may include the Buffalo Research Registry (BRR, IRB Approved STUDY00000806), the Patient Voices Network (PVN), the Conventus CTSI/PVN Research Table, and conducting outreach at various community events. These tools are methods by which the CET distributes IRB-approved recruitment information to community members.

Community Engagement Team: Specific Tools (BRR, Conventus, Outreach)

We will also utilize the services of The CTSI Community Engagement Team (CET) to assist in participant recruitment. The CET hosts the Buffalo Research Registry (BRR, IRB Approved STUDY00000806), a voluntary registry which can connect us to community members who have completed a health profile and are interested in participating in research. These community members have agreed to be contacted about potential research opportunities based on their self-reported information.

As described in the BRR's IRB Approved Protocol (STUDY00000806), the BRR's Community Recruitment Liaison (CRL) will complete the process of sorting BRR data to reflect the inclusion and exclusion criteria for this study if it is appropriate to utilize the BRR for this study. The CRL may reach out to potentially eligible participants in the BRR to provide information about our research study. After receiving proof that IRB has approved BRR's use in this study, the CRL can then provide our study team with name and contact information for potentially eligible participants for the purpose of following up with them after they have been informed of the study by the CRL. No recorded health information will be shared from BRR data. Our research team will proceed to reach out to interested potential participants regarding eligibility and moving forward in the study.

The CET also tables at many events in the community throughout the year and may display the IRB approved flyer for this project at their table at community events. Examples of events the CET attends include Good for the Neighborhood hosted by Independent Health Foundation, UB on the Green, Juneteenth, Elmwood Arts Festival and many others.

The CET also hosts a standing table at the Conventus Building on the 4th floor of UBMD where the IRB approved flyer can be made available to community members and patients. This will occur only after agreement between the CRL and UBMD Conventus partners that the study is appropriate for the Conventus space.

Digital Display Boards

We will be posting a digital flyer on digital display boards located at the UB Jacobs School of Medicine and Biomedical Sciences, Clinical and Translational Research Center and UBMD. These will be displayed upon approval from the administration at each building.

Please note: templates for digital display boards are available by contacting CTSI's recruitment team, Briana Getman: bmd7@buffalo.edu

Flyers

Please visit the [CTSI website](#) for recruitment flyer templates. Two versions of the templates are available, each with and without tear-off tabs. They are in MS Word .doc format, making them easy to customize for your study.



University at Buffalo

Clinical and Translational Science Institute

**I2b2 (&
TriNetX)**

See UBMD policies/SOP and approved template language

Important Notes:

- When completing your Protocol Template (HRP-503), it must state that the data is stored on a “secured, encrypted server” in section 18.1, otherwise IHI will not approve the release of the data. You must also submit a HRP-611 Partial HIPAA Waiver for access to the identifiable data.

ResearchMatch See RM handout for template language (available on [CTSI's website](#))