**Recruitment and Retention Plan**

*Instructions: The "Recruitment and Retention Plan" attachment is required unless you selected only****Exemption 4****and no other exemptions on the "*[*1.3 Exemption Number*](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.500-phs-human-subjects-and-clinical-trials-information.htm#1.3)*" question.*

*Describe how you will recruit and retain participants in your study. You should address both planned recruitment activities as well as proposed engagement strategies for retention. Below are some examples to follow.*

**Recruitment Plan**

Participants will be recruited to these research studies from *(…….)*. Study information will be supplied to prospective participants through…….. *(elaborate on how subjects will be recruited.)*

The expected number of enrolled subjects for this trial is *(X).* The trial will open to enrollment by (*date).* Enrollment is expected to take *(x months)* with enrollment completed by *(date)*

The trial does not include children so there are no requirements for parental permission and child assent.

Eligibility Criteria (inclusion and/or exclusion) includes XXX….. *(include explanation or justification of eligibility)*

**Retention Plan**

Consented subjects will participate in the study for (x length of time). The study team will *(Describe what you will do to help keep subjects enrolled and make sure they complete the study)*

This study involves only 1 study visit, therefore we expected most/ all of the subjects to complete the study.

The study team will be in regular contact (once every x days/weeks/months)/ the subject will be remind xxx days prior to their next study visit by phone/text.

**Database Research**

This study involves a retrospective chart review and thus subjects will not be recruited. The study will obtain a waiver of informed consent and waiver of HIPAA to review medical records through our clinical data warehouse. No recruitment or retention activities are planned