Listing Your Study on

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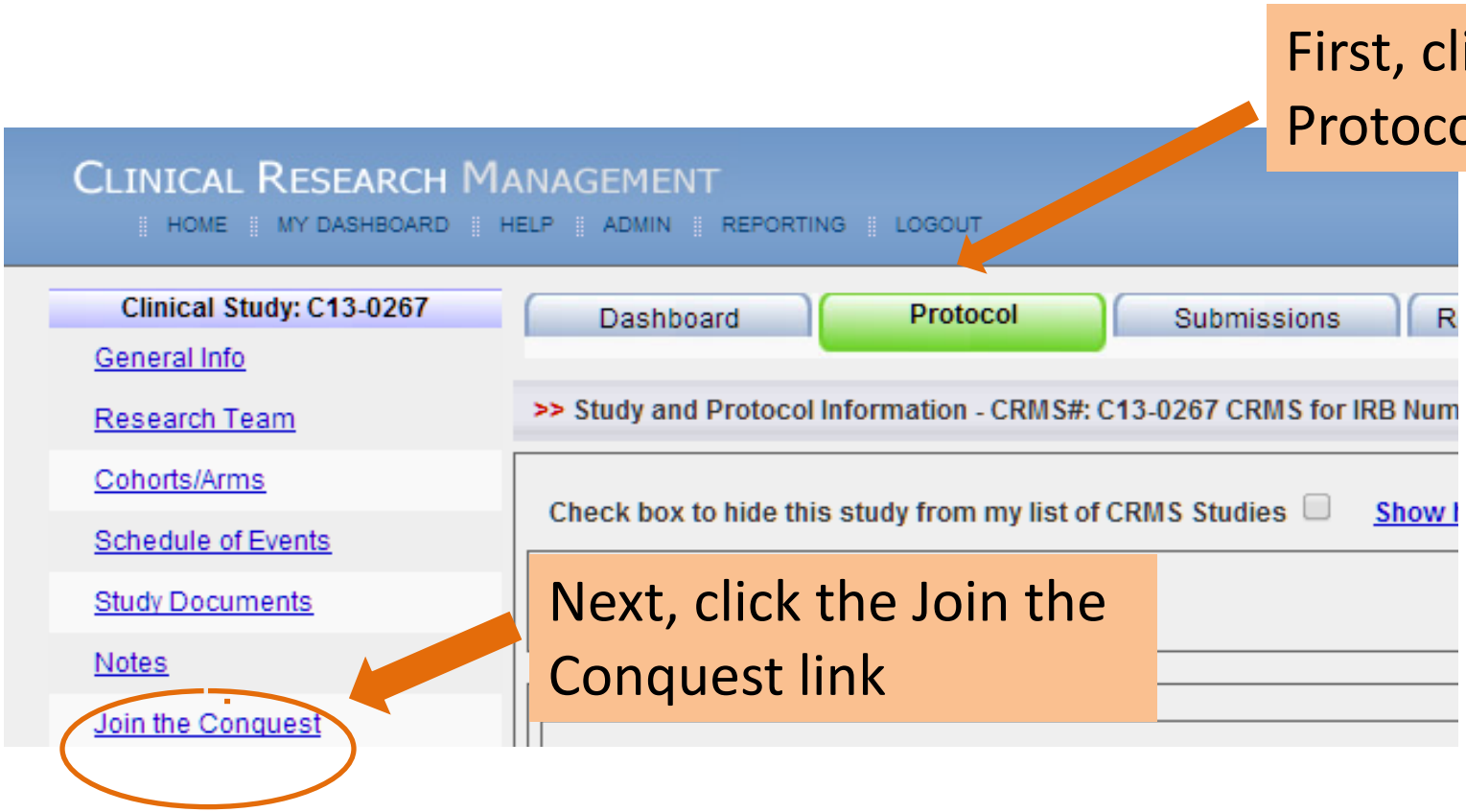
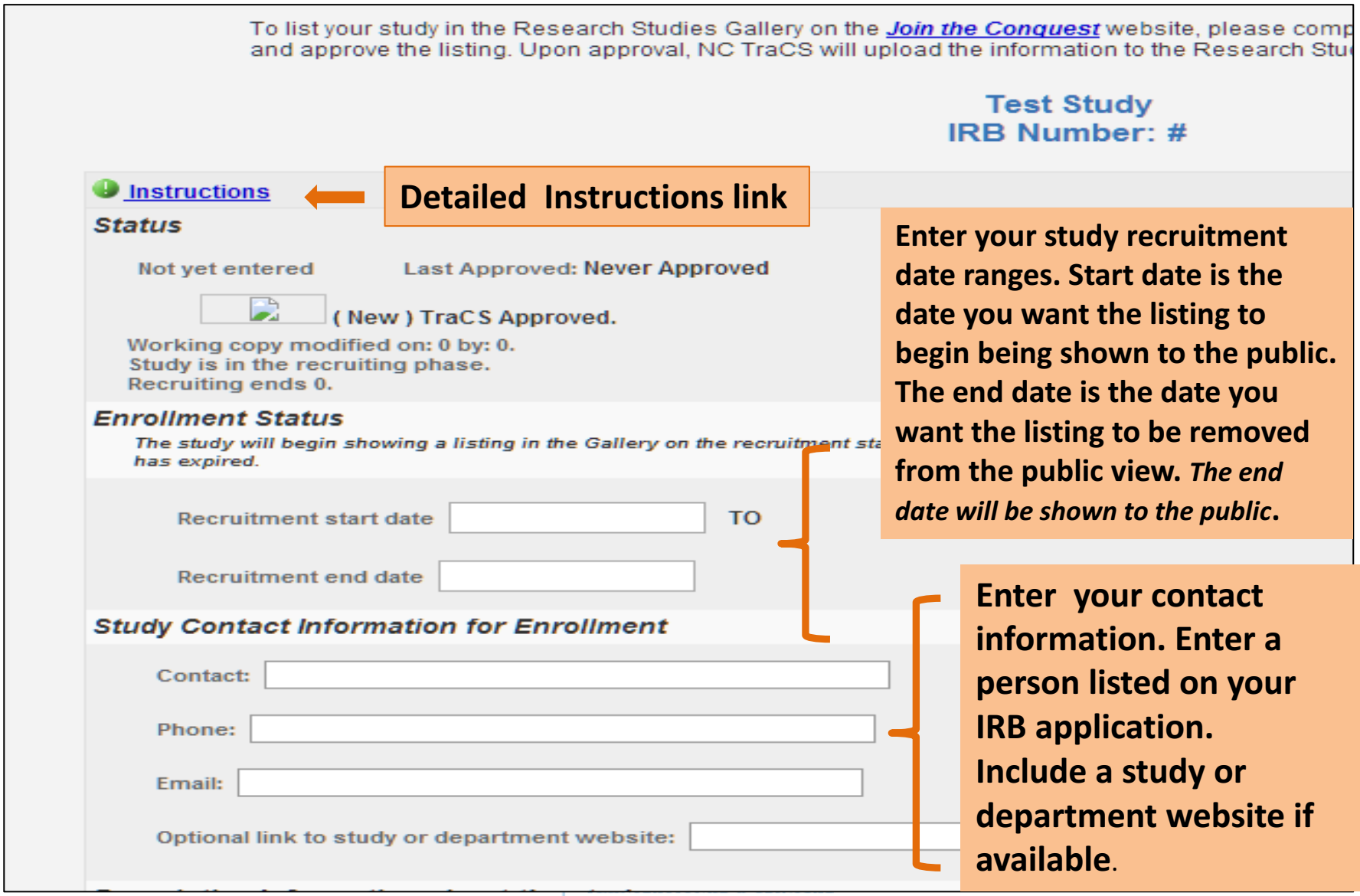
Let's Get Started!
Open the Study Listing Template in CRMS



Open the Study Listing Template

★ For OnCore Users Only ★

Enter Study Enrollment Dates and Recruiter Contact Info



Describe Your Study to a Layperson

Descriptive Information about the study.

The Study will have a "Public Name" this is made up of 3 parts:

1. *Population/Indication*
2. *Length of time a participant will spend in the study*
3. *A very short (30 characters or less) description or acronym for the study.*
   This should be something meaningful to a member of the public, and not neces
   For example: Older Adult Smokers - 10 weeks - GOODLIFE

Study Population/Indication: Adults with Eye Disease Due to Diabetes

Length of Participation (Months/Weeks): 2 years

Acronym/Very Short Description: DRCR V

Describe your study in one or two sentences to a layperson:

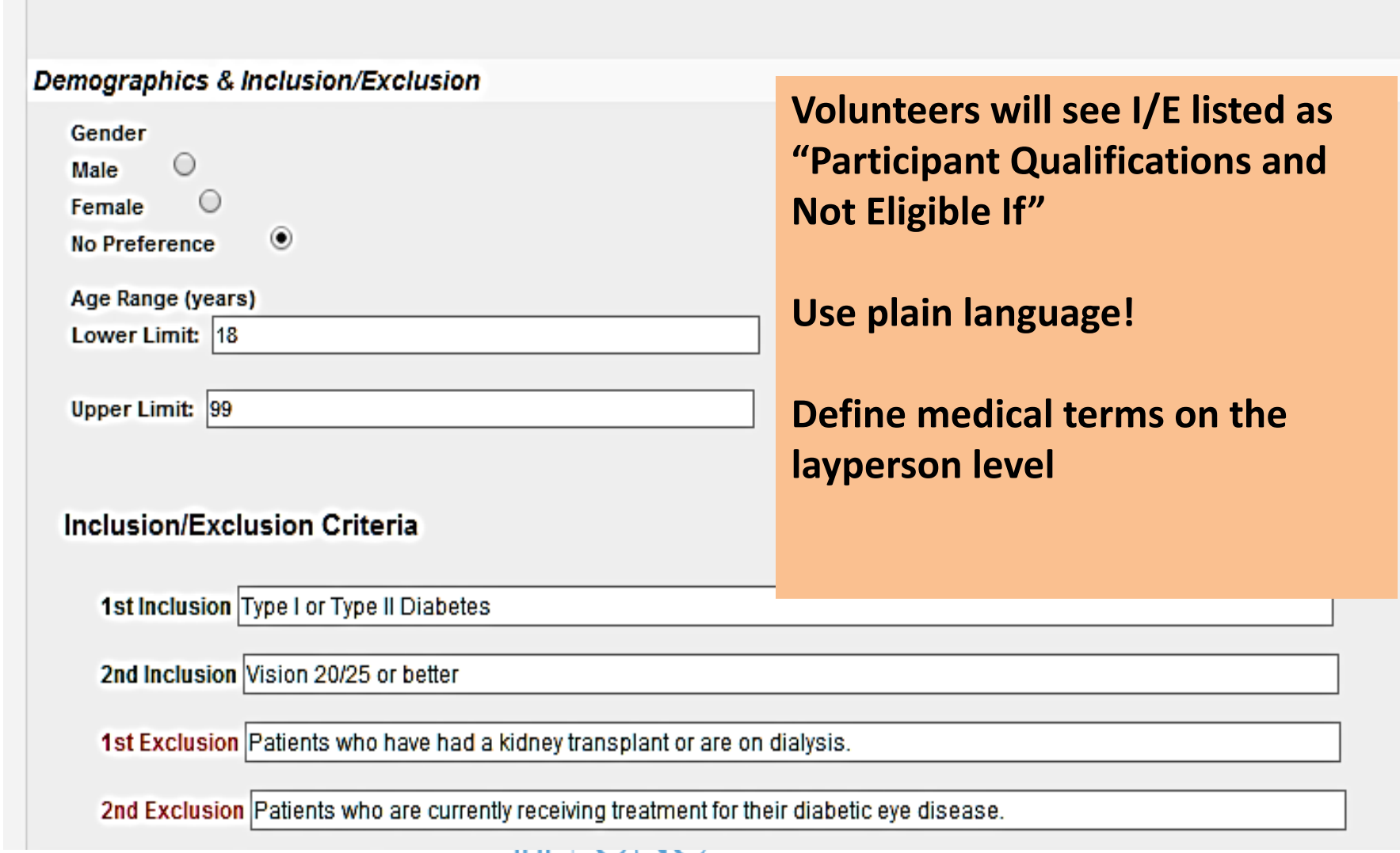
Eye researchers want to learn more about what treatments work best for patients with eye disease caused by diabetes. You may receive laser therapy, a drug, or no therapy.

The Study Population/Indication should describe the subject population you want to recruit.

No medical or research jargon!

Describe why you are doing this study using plain (9th grade level) language.

Enter Demographics and I/E

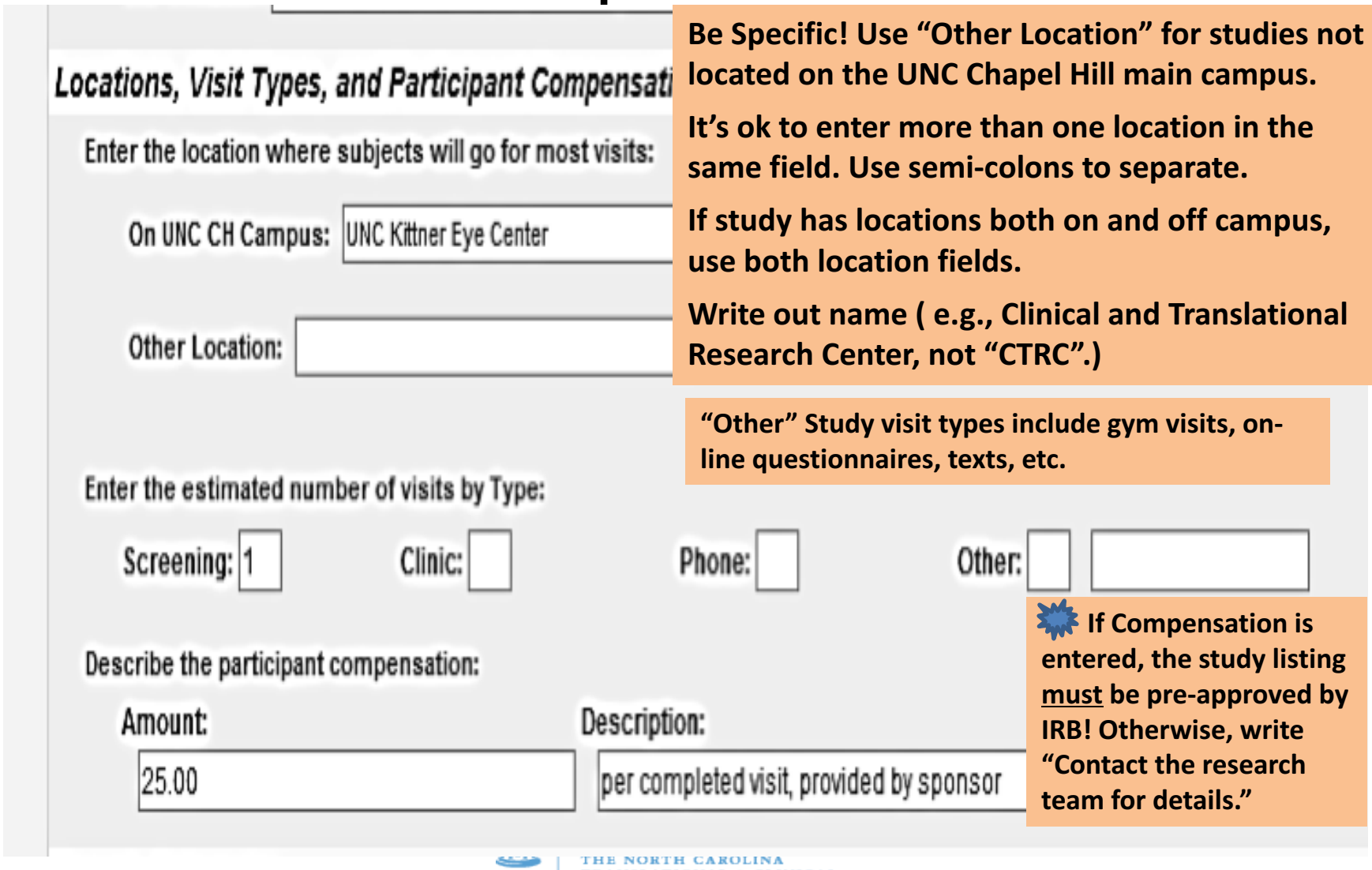


Volunteers will see I/E listed as "Participant Qualifications and Not Eligible If"

Use plain language!

Define medical terms on the layperson level

Enter Location, Visits and Compensation



Be Specific! Use "Other Location" for studies not located on the UNC Chapel Hill main campus.

It's ok to enter more than one location in the same field. Use semi-colons to separate.

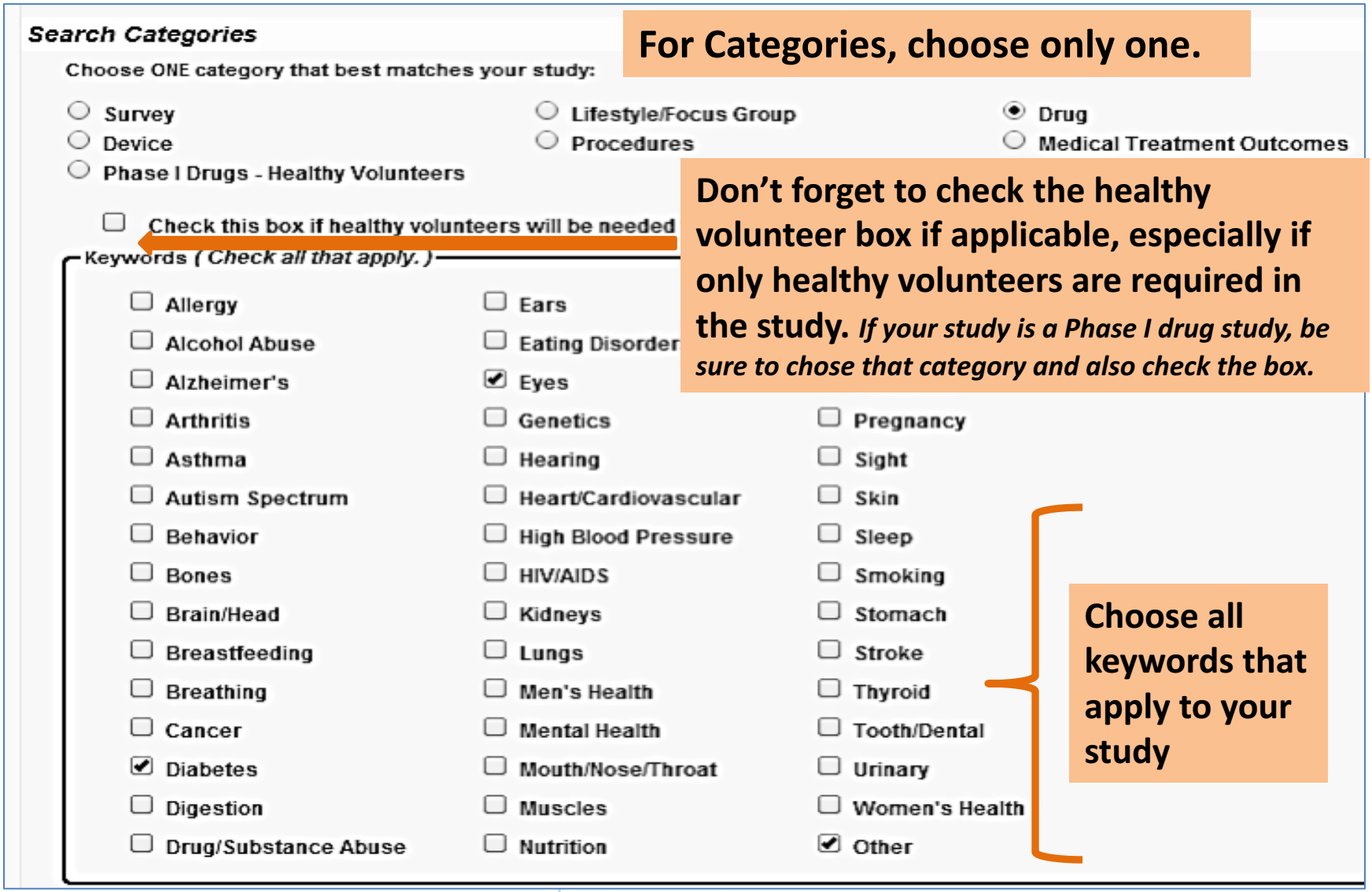
If study has locations both on and off campus, use both location fields.

Write out name (e.g., Clinical and Translational Research Center, not "CTRC".)

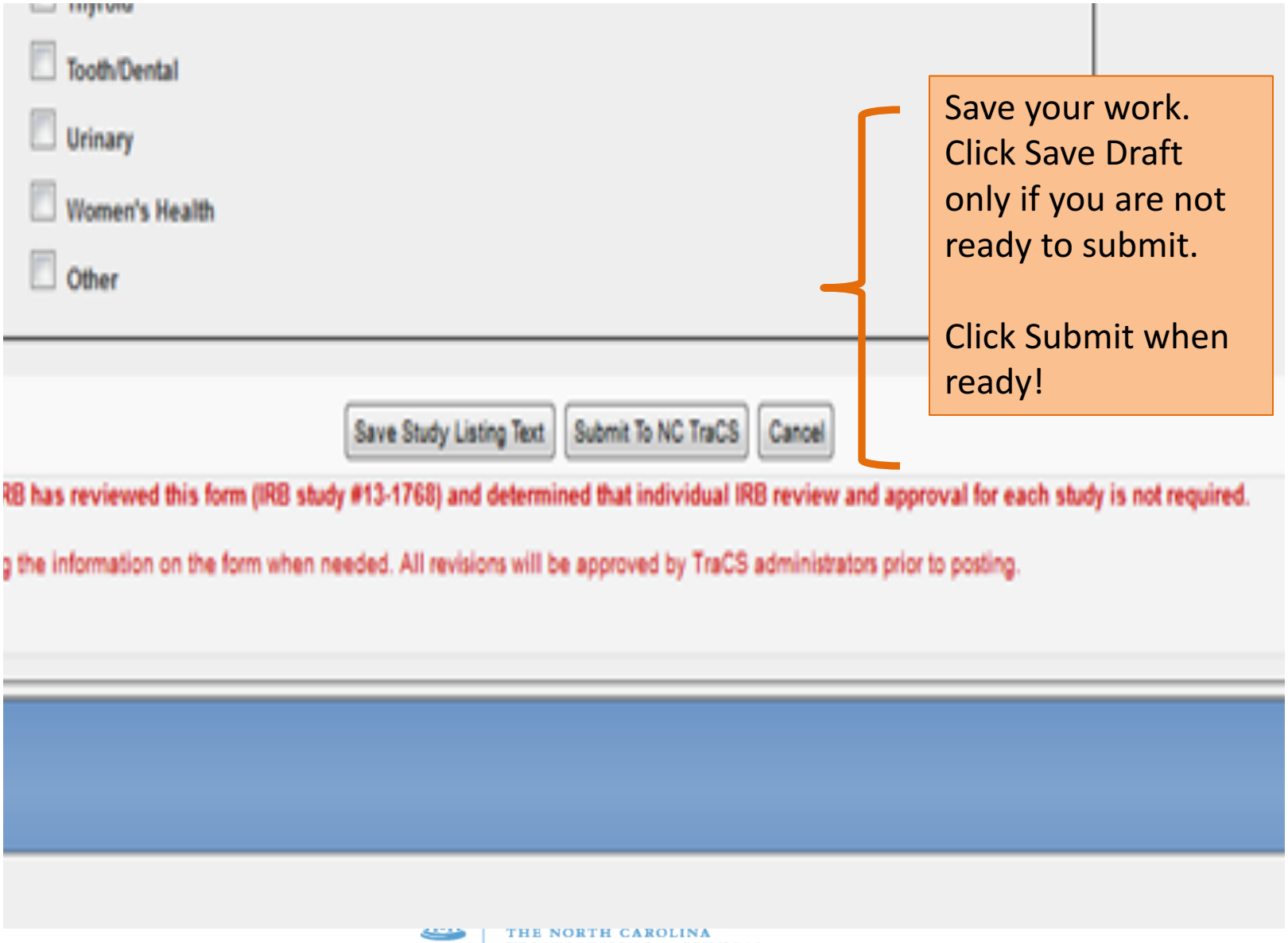
"Other" Study visit types include gym visits, on-line questionnaires, texts, etc.

If Compensation is entered, the study listing must be pre-approved by IRB! Otherwise, write "Contact the research team for details."

Create the Search Details



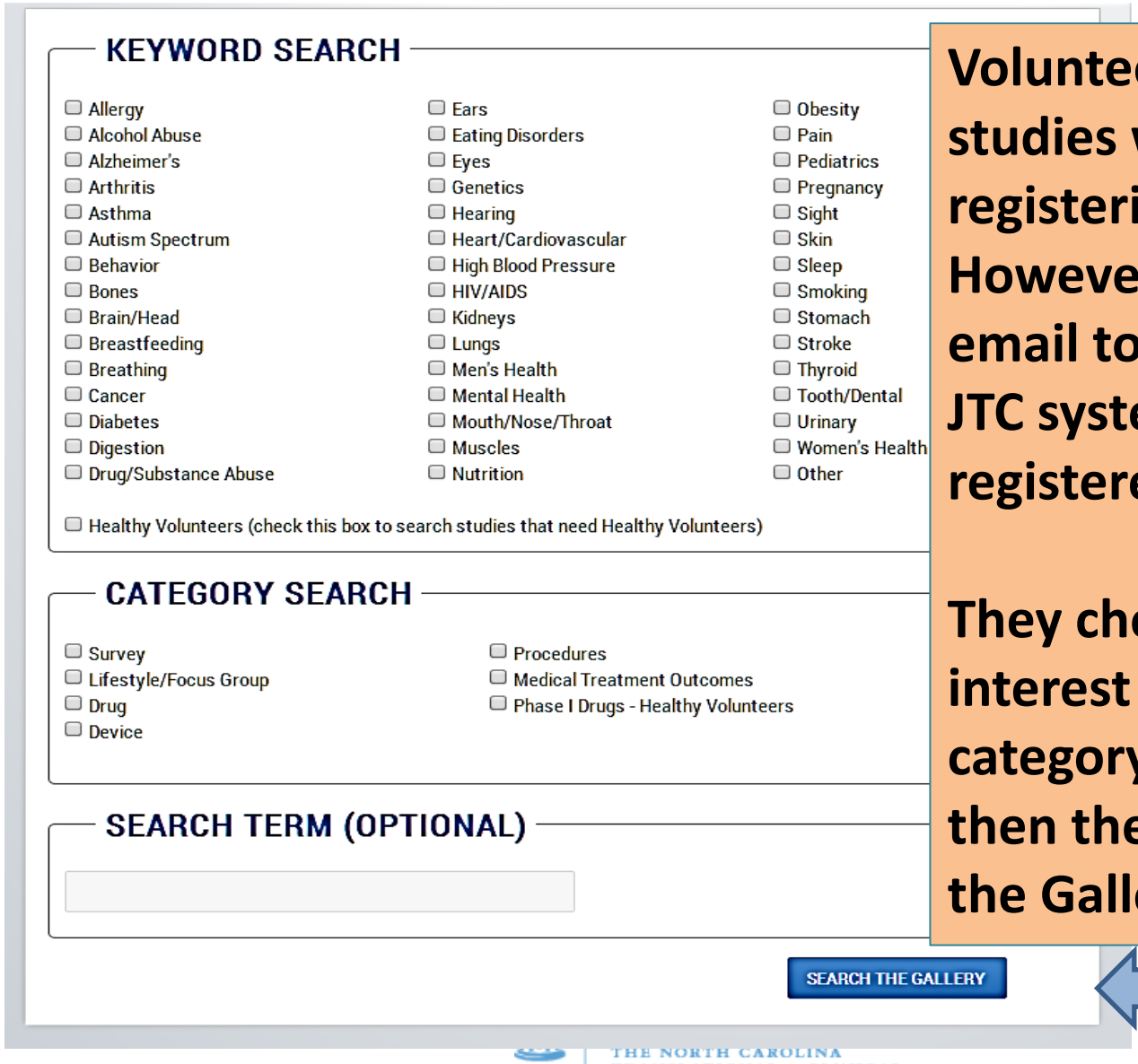
You're Almost Finished! Save or Submit



Save your work. Click Save Draft only if you are not ready to submit.

Click Submit when ready!

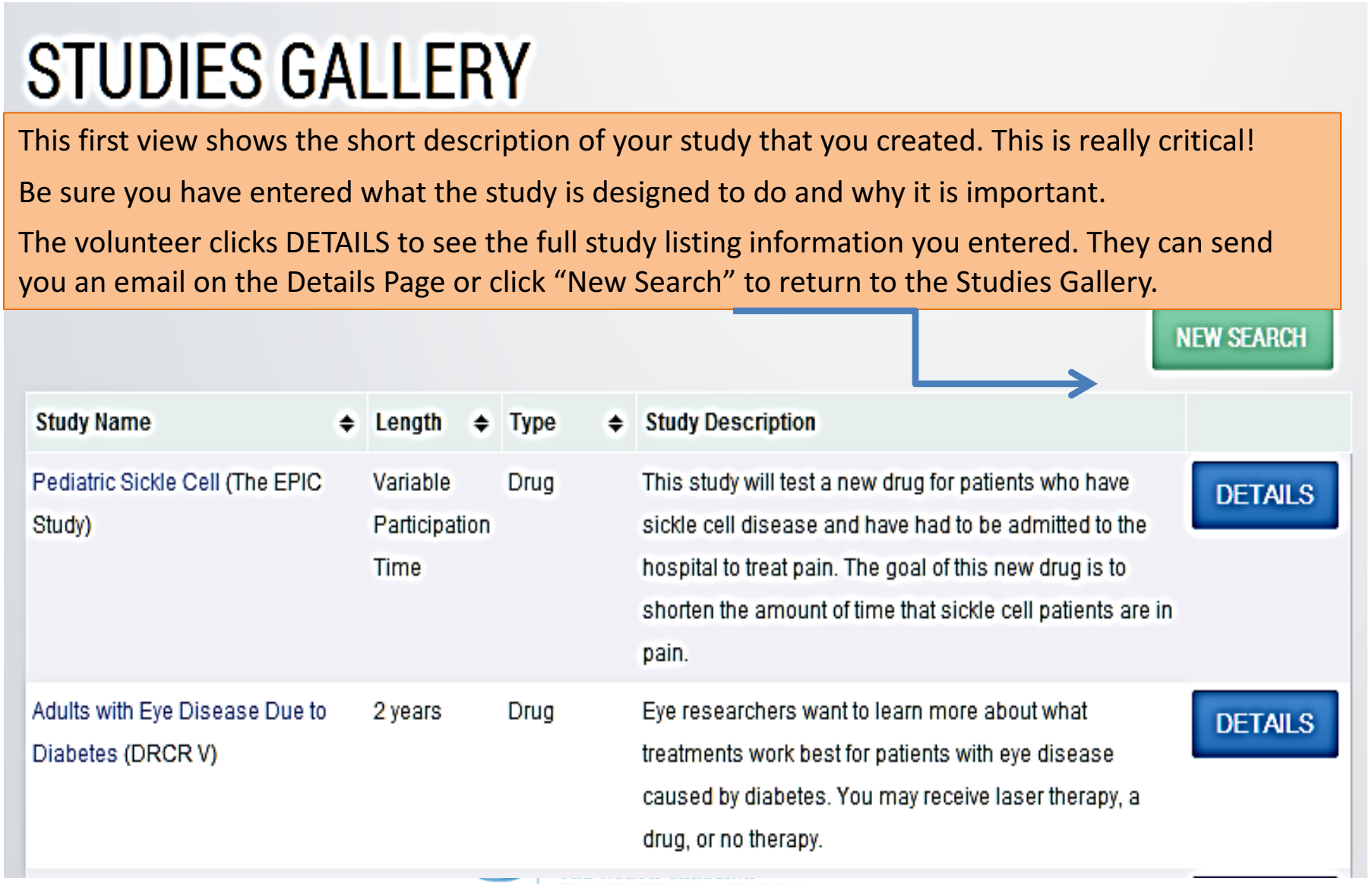
Volunteers View the **Studies Gallery**



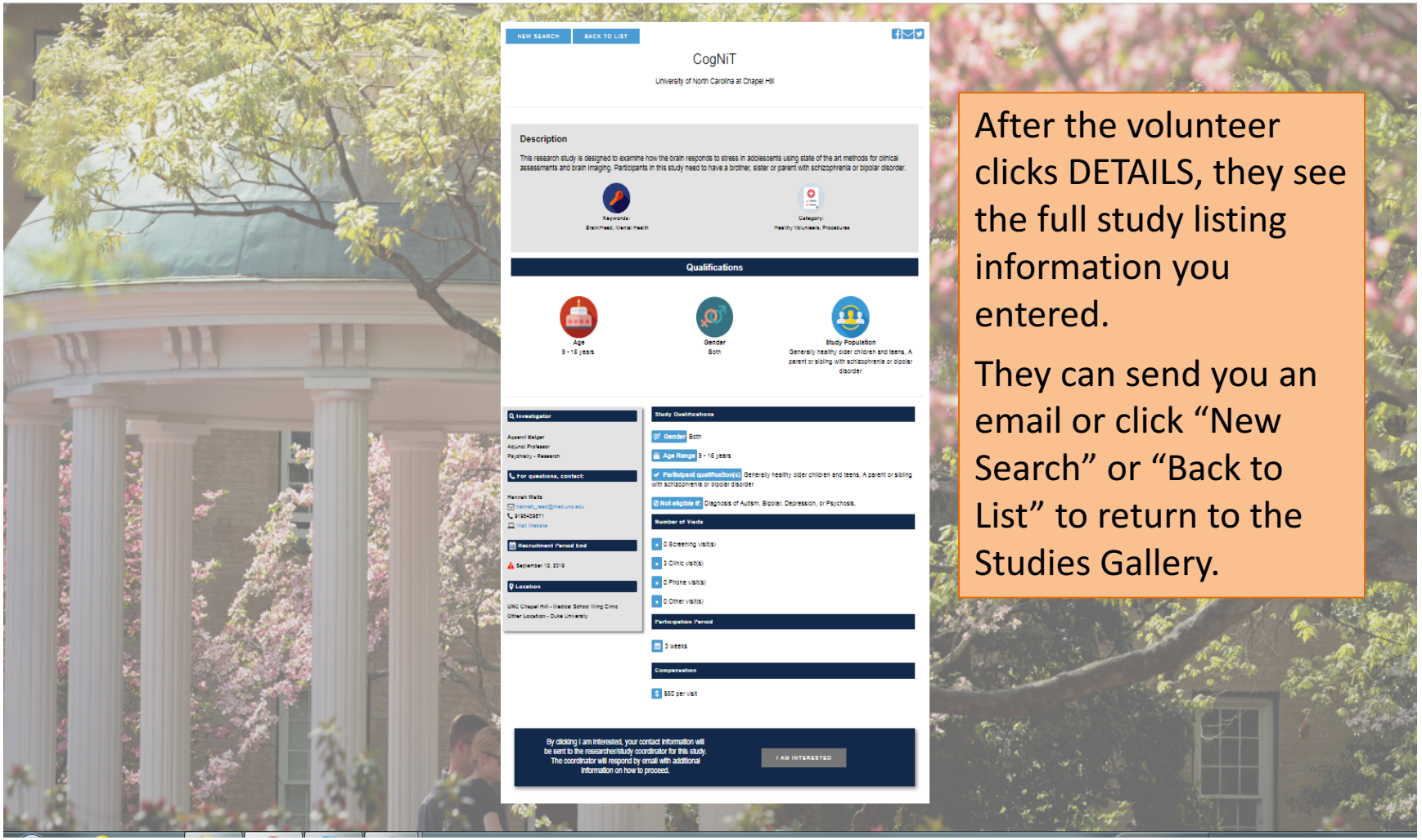
Volunteers can view studies without registering or signing in. However, to send an email to you through the JTC system, they must be registered and logged in.

They choose studies of interest by keyword, category or search term, then they click "Search the Gallery."

Your Short Study Description



Individual Details Page Layout



After the volunteer clicks DETAILS, they see the full study listing information you entered.

They can send you an email or click “New Search” or “Back to List” to return to the Studies Gallery.

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More Information and FAQs!

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Terms of Researcher Participation

- Researchers are required to provide metrics to NC TraCS on # of volunteers contacted and enrolled in listed studies (not names, just metrics) as requested
- Researchers are obligated to abide by all IRB regulations and maintain research privacy standards
- Researchers are responsible for ensuring the listing information matches their protocol
- Researchers are required to update their study listing as study recruitment requirements change (amendments, study hold, study closure, etc.)
- Researchers are responsible for all prescreening and screening activities.

Frequently Asked Questions

- **Is there a cost to the researcher to use the system?**
  - Join the Conquest.org is funded by NC TraCS CTSA grant– there is no charge to UNC researchers or volunteers
- **Why do we need to use plain language?**
  - The Join the Conquest website was created to help those with limited research and medical knowledge
- **Why do I need to limit my inclusion/exclusion criteria?**
  - Your study listing creates a simple "Reader's Digest" version of the study purpose, inclusion/exclusion, and participation details
- **Why don't I need IRB approval unless I list compensation?**
  - The UNC IRB has determined that this type of listing does not require review as long as it does not list compensation. The template is designed to ensure the listing is compliant and has been approved by the UNC IRB
  - If compensation is listed, then it must be treated as advertising and requires that the complete study listing be reviewed by the IRB and approved prior to submission to JTC administrators.

Frequently Asked Questions

- **Why do I need to enter enrollment dates?**
  - This feature allows you pick the start/stop dates of the listing. If you need modify the end of the enrollment, just change the date!
- **My study is approved by the non-medical IRB. Can I still list it?**
  - All types of studies that require human volunteers to participate can be listed
- **How long does it take to complete the listing template?**
  - The approximate time to complete the listing is 10-15 minutes
- **What happens if I get a protocol amendment and need to change the study details?**
  - You can update the information at any time for any reason. Your current details will continue to show until the updated information is approved by NC TraCS administrators
  - Your study listing is linked to IRBIS through CRMS, so as long as your study continues to be approved by the UNC IRB, you will be able to list it on Jointheconquest.org

Key Website Take-aways!

- Join the Conquest incorporates our formative research results and change theory
- Addresses barriers to research participation to reach that 53% of Americans unfamiliar and uncomfortable with clinical research
- Aims to increase participation from 10% by listing studies in a central location and in plain language
- Builds trust and lasting relationships between researchers and volunteers

For More Information

- Contact NC Tracs at nctracs@unc.edu
- Go to https://tracs.unc.edu/index.php/services/recruitment-services
- Contact:
  - Carol Breland, Research Recruitment Director
  - NC Tracs Recruitment Services
  - brelandc@email.unc.edu
  - 919 966-6274

More FAQs:
What Happens after I List My Study?

- You get automatic alerts via email from volunteers who view your listing and express interest in learning more
- In the email, you will receive volunteer contact information as provided by volunteer
- NC TraCS website administrators do not participate in screening volunteers for studies and does not assist volunteers with choosing studies.
- NC TraCS will contact you from time to time
- The website is being promoted to the public via the MyUNCChart portal

How Will Volunteers Find My Study?

- From the Studies Gallery, the volunteer will be able to search for your study several ways:
  - Study Category
  - Key Word
  - Free text field (Search Term)
- The volunteer will review the studies from the search results
- If the volunteer is interested, the volunteer will click button
- The system will automatically send you a email with the volunteer's information
- The system also send a email to the volunteer confirming their interest in your study and that you will be in contact with them shortly
- All volunteers must be adults age 18 or older to join. All persons can request information on pediatric studies
- Volunteers will also receive a monthly newsletter via email with information about Join the Conquest and highlighted studies.

What Security and Access Rules Apply?

- Volunteer contact information is stored on a secure server at UNC and administrated by NC TraCS
- No medical information from volunteers is requested by or stored on jointheconquest.org
- The volunteer registration database is not available to researchers
- Researchers only receive volunteer contact information if the volunteer authorizes it
- While the UNC IRB does not require separate approval, your study sponsor may require approval prior to submission of the listing and if you list compensation you are required to get IRB approval
- The researcher is obligated to adhere to Good Clinical Practices and all applicable privacy regulations when storing volunteer information
- Volunteer information is not to be shared with other researchers unless permission obtained from the volunteer

What If I Want to Change My Study Details?

- You can save your work at any time prior to submission. Just click the Save button
- When you are ready, hit the Submit button to send to NC TraCS administrators for review
- NC TraCS will review your submission for basic wording and appropriateness, not to ensure the content matches the protocol. Self evident corrections (typos) may be corrected if minor.
- You may receive a modification request via email for your listing. Once approval is granted from NC TraCS, the study listing will immediately show on in the public view assuming IRB approval is active.
- Updates can be made to the listing after approval is granted.

How Do I Update My Approved Listing?

- You can make an update any time after the submitted version is approved.
- You make the changes to your template just as you did in the original submission.
- You will click Submit, and NC TraCS will review your updates.
- As soon as the new version is approved, it will show on the Studies Gallery.
- Until the new version is approved, the old version will show.

How do ResearchMatch.org and Jointheconquest.org compare?

- On ResearchMatch.org, the researcher drives the engagement with the volunteer
  - Volunteer enters medical information and the researcher enters details about their study
  - The system matches volunteer profiles to study profiles
  - The system notifies the researcher of the possible match
  - The volunteer waits for the researcher to review their information and make contact
  - Studies in 62 CTSA sites and affiliates are eligible to be listed
- On JointheConquest.org:
  - Volunteers JOIN using basic contact information and then use a search engine to see all studies listed at UNC that interest them and make a decision if they want to learn more
  - Study listings are linked to Jointheconquest.org , a promotional website with videos, stories, educational tools and more
  - Listings are in plain language- 9th grade reading level
  - Listings are shown only during the recruitment period
  - Volunteers can notify researchers of interest with the click of a button
  - Volunteers are encouraged to remain engaged with newsletters, promotions and events
  - Allows UNC IRB approved studies only -
  - Study listing is created in CRMS and reviewed locally at NC TraCS