

Project Site Recruitment Template

Title: [E.g. Seeking clinics to join us for Proposal to XXXXX]

Project goal/background:

What we would ask of you if the grant is funded (starting no earlier than [Date])

- Help us to identify potential study participants [DESCRIBE]
- Assist with recruitment of [#] eligible patients through:
 - [Example: Mailing a recruitment invitation letter to targeted patients from your clinic (we will draft) that contains an opt-out postcard, research staff member in your waiting room]
- Patient eligibility will be based on [DESCRIBE].
 - Provide us with contact information for those who do not opt-out so we can follow up and see if they are interested in participation
- For patients who consent to participate, provide the following information upon study entrance and after [X] months [DESCRIBE]
- Allow our research team [XXXX] to travel to your site in order to e.g. [interview, survey, educate] for # times over [length]

Resources we will provide:

- Salary support (5% FTE) for a site champion co-investigator. [BRIEFLY EXPLAIN DUTIES]
- Salary support for a study coordinator (10% FTE) clinic staff member who would coordinate with our research team and be the on the ground day to day facilitator.
- Clinic incentives for clinic observation (\$250/visit)- e.g. staff lunch/gift cards for those we talk to
- Opportunities to author presentations/manuscripts
- Patient study participants receive \$XX for X every X months (Total \$XXX)

Created by Nancy Pandhi, MD, PhD, MPH and Sarah Davis, JD, MPA

For: Developing Productive Research Collaborations with Health Care Organizations

UW-Madison ICTR Engaging Key Partners to Design & Conduct High Quality Clinical Research

June 2018

Project Site Recruitment Template

If interested in being part of this proposal, what we will ask of you before [Date]

- Signed letters of support from your CMO and from the site champion co-investigator (we will draft)
- Site co-investigator to provide a CV to [contact]) and approve the final bio-sketch we prepare
- Contact with a person who will facilitate a subcontract that includes salary support/clinic incentive
- Specific language for proposal: [e.g. Help us estimate how many XXXX so we can make the case that we can successfully recruit from your clinics]

What happens while the project is implemented and after? We will provide and/or present our data to enhance internal evaluation and improvement efforts as desired, as well as provide a mechanism for scholarship for interested people within the team.

- If you would like more information or have questions, please contact the study's principal investigator:
- [Contact Info]