

Advertising your Study at Boston University Medical Center

Each of the recruitment methods described below requires specific approval from the BUMC Institutional Review Board (IRB). You will need to detail your methods of recruitment in the “RECRUITMENT” section of your IRB application, either with your initial submission or through an amendment to the study’s approved protocol. Be sure to check with IRB to determine whether additional external approval is necessary. For example, researchers who wish to promote their studies using student directories or list serves to recruit student subjects require special permission from the school’s Dean.

Use the BUMC ReSPECT Registry to find Participants

- The [ReSPECT Registry](#) is a database of individuals who have signed up to be contacted about studies. This resource helps to connect the researcher to potential subjects. The Registry contains health and demographic information and is linked to BMC medical records to assist in matching participants to studies based on the main eligibility criteria.
 - To use the Registry for your study, start by clicking [here](#).
- To find out more, contact Farrah Belizaire at farrahbab@bu.edu or call 617-638-8862.

List your study on the BUMC StudyFinder

- StudyFinder is a Medical Campus website that lists research studies for public view, both for purposes of recruitment and/or general publicity/collaboration. Click [here](#) to see StudyFinder.
- Click [here](#) for more information on how to list your study. To see a tutorial on how to submit a StudyFinder form in INSPIR, click [here](#). The application form is very simple, and is submitted through INSPIR, but the IRB does not have to approve the specific study listing.

Research Study Flyer Display

- You can display research study flyers at 2 locations:
 - Top of the stairs in Newton Pavilion
 - Hallway between Menino Pavilion and the Emergency Department
- All flyers must be approved prior to posting. To get approval for this display, bring 3 copies of your flyer to the Office of Communication (4th Floor of Solomon Carter Fuller Building).
- For more information, contact Jenny Eriksen Leary (Senior Public Relations Associate, BUMC Communications Office): jenny.eriksen@bmc.org or 617-638-8491.

Host an Informational Table or Booth in BU/BMC Lobbies

- Locations: Shapiro Lobby, Menino Pavilion, Newton Pavilion, School of Medicine Lobby
- For approval/scheduling, contact Barbara Catchings (Director of BMC Employment and Employment Relations): barbara.catchings@bmc.org or 617-638-8564 to request dates and to convey the purpose.
- Copy Keisha James (Office Manager of BMC Environmental Services) at Keisha.james@bmc.org or call 617-414-5183 to have your requested dates added to the schedule after receiving approval.

Schedule a Weekly BUMC or BMC Email

- An email is sent from Corporate Communications to Faculty, Staff, and Students on BUMC every Monday.
 - To submit an event for a BUMC email, please visit: <http://wwwapp.bumc.bu.edu/weeklyemail/>.
- An email is sent to all BMC Staff which lists news and events of interest.
 - To submit an event for a BMC email, please visit: www.bmc.org/allstaffemail/.

List a Study-related event on the BU or BMC Calendar

- If you have a study-related event such as a health screening day, you can list it on the BU or BMC calendar.
- To submit an event for approval on the BU Calendar:
 - Visit <http://www.bu.edu/calendar/>, login using Kerberos password, click “event”, and submit form
- To submit an event for approval on the BMC Calendar:
 - Visit: http://internal.bmc.org/about/calendar_bmcevents.asp, click “submit an event,” complete and submit form.

Newton Pavilion 2nd Floor Display Case

- Display case may be used for advertising events or news *only* for approved duration
 - *You are responsible for removing the display once usage period is over.*
- Contact: Corene Bradshaw, Department Administrator of the BUMC Communications Office.
 - Email her at corene.bradshaw@bmc.org OR call 617-638-8498.