How to Create a StudyFinder Listing for Recruitment and/or General Publicity Purposes
Start on your **Home Page**
Under Study Assistant, click on **My Studies**.

This will bring you to a listing of all studies on which you are listed as investigator or study staff.

You can also click **here** to go to the **CRRO website** for information about **StudyFinder**.
Locate and **open** the study for which you want to create a StudyFinder listing.
When in the application, click on the **Study Management** link.

This will open into the “Submissions/Study Management” view.
Under Submission Forms, click on StudyFinder Form.
You also have the option to create the StudyFinder form by copying a previous StudyFinder form. To do so, click on the check box next to an existing StudyFinder form you want to copy, and then click on “Copy Form” (green arrows).
For a General Publicity listing only: Complete Section 1 (1.2 should be “yes” and 1.3 should be “no”); click “Save and Continue to the Next Section.”

For a Recruitment listing plus General Publicity: Complete Section 1 (1.2 should be “yes” and 1.3 should be “yes”); click “Save and Continue to the Next Section.”
Complete Section 2 (items 2.1 – 2.8). Then click “Save and Continue to the Next Section.”
This is the sign-off screen. Click “Notify PI to Sign off,” or if you are the PI click “Sign off and Submit” (as in this example).

You can also click here to go to the CRRO website for information about StudyFinder.

The form will be routed to the CRRO for review, and once “approved” will appear in the StudyFinder website (as long as there is initial IRB approval for the protocol). These listings do NOT require an amendment to the IRB.