

How to Create a StudyFinder Listing for Recruitment and/or General Publicity Purposes

My Assistant
Study Assistant

Your current Department is BU - MED - Institutional Review Board
Click on the Department Icon to switch Departments

Your current review board is IRB Your current committee is CRRO Office

Worklist Filter: All

Move to Complete

Incomplete Tasks Complete Tasks Not Opened Correspondence Previously Opened Correspondence

6 result(s) found...

1 - 6

Open	Task Type
<input type="checkbox"/>	Waiting Submission
<input type="checkbox"/>	Continuing Review Due
<input type="checkbox"/>	Submission Response
<input type="checkbox"/>	Waiting Submission
<input type="checkbox"/>	Waiting Submission

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**.

- Add a New Study
- My Studies
- Find Study
- My Assignments
- Department Schedule

Submission Type: Internal Review Submission Form
Reference Number: 800120
IRB Number: H-32617

Internal Study Personnel Changes is waiting to be submitted
Study Title: Testing
Principal Investigator: Administrator, BA
Submission Type: Internal Study Personnel Changes
Reference Number: 800080
IRB Number: H-31000

My Studies Back

Display my Studies by:

IRB Number

Filter my Studies

All

Most Recently Used

Locate and **open** the study for which you want to create a StudyFinder listing.

13 result(s) found... 13

Click to open	Study Status	IRB Number	IRB Expiration	Principal Investigator	Study Title / Study Nickname	Copy Study	Delete Study
	Pending - Initial Review	H-32615		Administrator, BA	testing Oracle upgrade..		
	Approved / Open - Expedited	H-31000		Administrator, BA	Testing		
	Pending - Initial Review	H-32617		Administrator, BA	Copy of Testing		
	Pending - Initial Review	H-31293		Khattar, Khaled, BA	testing...		
	Pending - Initial Review	H-31575		Khattar, Khaled, BA	Test 10-12-11 - Test 10-12-11 - Test 10-12-11 - Test 10-12-11 - Test 10-12-11 - Test 10-12-11 - Test 10-12-11 - Test 10-12-11		
	Draft			Khattar, Khaled, BA	Demo Protocol		
	Expired	H-31173	12/25/2013	Khattar, Khaled, BA	Testing 3-16-2011		
	Draft			Administrator, BA	testing 10-10-2012		
	Draft	H-31302		Administrator, BA	Dummy Exempt Study		
	Draft			Administrator, BA	testing 2		
	Inactive - Administratively Closed	H-32108		Administrator, BA	testing 11-6-2012		
					testing Drugs		

IRB Number: H-31000
PI: Administrator, BA

Study Application

Back

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Save and Continue to Next Section

Section view of Application

Entire view of the Application

- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 External non-BU/BMC Investigators
- 5.0 Investigator Information from INSPIR I
- 6.0 COI
- 7.0 Funding Source
- 8.0 Study Summary
- 9.0 Study Site Information
- 10.0 Navigation Menu
- 11.0 Purpose
- 12.0 Subjects
- 13.0 Design/Procedure
- 14.0 Sample Size/Specimens/Data Analysis
- 15.0 Potential Risk/Discomforts
- 16.0 Data & Safety Monitoring
- 17.0 Potential Benefits
- 18.0 Potential Benefits - Cont.
- 19.0 Recruitment Procedures/Materials

1.0 General Information

* Please enter the full title of your study (Scroll out acronym):

Testing

When in the application, click on the **Study Management** link.

This will open into the "Submissions/Study Management" view.

* Please enter the Study Nickname you would like to use to reference the study:

2-18-2011

* This field allows you to enter an abbreviated version of the Study Title to quickly identify this study.

IRB Number: **H-31000**

PI: Administrator, BA

Submissions

Back

Study Status: **Approved / Open - Expedited**

IRB Number : **H-31000**

Study Title : Testing

IRB Expiration Date: 02/16/2015

Submissions Study Management

Protocol Items

Protocol Items

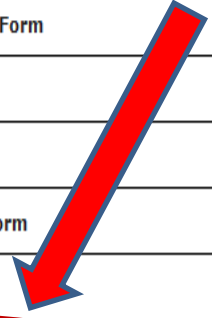
- Study Application
- Informed Consent
- Other Study Documents

Submission Forms

Submission Forms

- Initial Review S
- Change Request
- Internal Study P
- Continuing Review Submission Form
- Final/Closure Report Form
- UPSER/Adverse Event Form
- Protocol Deviation/Violation Form
- Protocol Exception Form
- StudyFinder Form**

Under Submission Forms, click on StudyFinder Form.



- Submissions History
- Study Correspondence

Outstanding Submission(s)			
Track Location	Ref Number	Request Type	Process Submission
		to edit/view the submission.	<input type="button" value="Send Submission"/>
		Personnel Changes	
		to edit/view the submission.	
		and a Submission Response for Continuing Review	<input type="button" value="Respond to Review"/>

IRB Number: **H-31000**
PI: Administrator, BA

StudyFinder Form

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Study Status: **Approved / Open - Expedited**
IRB Number: **H-31000**
Study Title: Testing
IRB Expiration Date: 02/16/2015

Copy Form Add a New Form Compare Two Versions Delete Selected Form(s)

List of records associated with form: StudyFinder Form.
To view previous versions click on the folder icon.

1 result(s) found...

Show Rev	Edit/View	Ref Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified
<input type="checkbox"/>							Administrator	05/25/2012 12:24:26 PM	Administrator	09/12/2012 01:08:45 PM

Click Add New 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)

IRB Number: H-31000
PI: Administrator, BA

StudyFinder Form

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Refresh Constant Fields

Save and Continue

Section view of the Form

Entire view of the Form

1.0 General Information

1.0 General Information

1.1 General Study Information

Welcome to the BUMC StudyFinder form. Please complete the items below to create a StudyFinder listing for your study. There are two types of listings, one for general publicity such as for collaboration purposes and one for recruiting study subjects. Answer 1.2 and 1.3 below to designate how you want your study listed.

IRB Number:
H-31000

Study Title:
Testing

Principal Investigator:
Administrator, BA

PI's Email:
medirb@bu.edu

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."

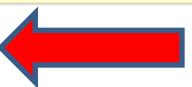
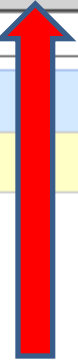
For a Recruitment listing plus General Publicity: Complete Section 1 (1.2 should be "yes" and 1.3 should be "yes"); click "Save and Continue to the Next Section."

1.2 General Publicity listing: Do you want your study to be listed in your INSPIR II application will appear in your StudyFinder listing?

Yes No

1.3 Recruitment listing: Do you want your study to be listed for recruitment purposes? If "yes" complete the rest of the form and submit. (Please [click here](#) to see sample Recruitment listings.)

Yes No



IRB Number: **H-31000**
PI: Administrator, BA

StudyFinder Form

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Refresh Constant Fields

Save and Continue

Section view of the Form

Entire view of the Form

1.0 General Information

2.0 For Recruitment

2.0

For Recruitment

2.1 Describe your study in 1-2 sentences using lay language (there is a 300 character limit):
(Example: This is a study testing the effectiveness and safety of a new drug for Alzheimer's disease.)

Complete Section 2 (items 2.1 – 2.8). Then click “Save and Continue to the Next Section.”

2.2 List the main (1 or 2) inclusion criteria, along with sex and age range as appropriate (there is a 300 character limit):
(Example: Potential participants are males or females age 55-75 who have a diagnosis of Alzheimer's disease, or healthy controls.)



2.3 Is payment/compensation available (i.e. payment for parking/transportation and/or compensation for participation)?

Yes No

2.4 Do you want your Study Summary from INSPIR II to appear in your Study Finder listing? (If you choose to show your Study Summary in the Study Finder listing, you should ensure that your summary is written in simple lay language and that you are under no obligation to keep it confidential (e.g. from a sponsor).)

- Yes (Your Study Finder listing will include your INSPIR II Study Summary.)
 No (Your Study Finder listing will not include your INSPIR II Study Summary.)

2.5 Choose all the health topics below that apply to your study (these will be used as search criteria but not appear in the study listing):

Alcohol or drug addiction

Infectious diseases/immune system

IRB Number: **H-31000**
PI: Administrator, BA

StudyFinder Form

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Print Friendly

Signoff and Submit

Section view of the Form

Entire view of the Form

1.0 General Information

2.0 For Recruitment

Form has been Completed!

You can also click [here](#) to go to the **CRRO website** for information about **StudyFinder**.

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).

Exit Form

Signoff and Submit

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.