# TNN portal and FSM website public recruitment access in Study Tracker

## What Studies are shown in Study Tracker?

Only studies with the NU IRB Approved or External IRB status will import into Study Tracker. NU IRB Exempt status studies can be manually added to Study Tracker by contacting [studytracker@northwestern.edu](mailto:studytracker@northwestern.edu) .

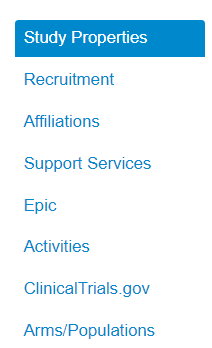
## How to setup public recruitment in Study Tracker

Selecting public recruitment on Study Tracker opts the study into recruiting on the FSM Clinical Trial page. Follow the steps below to publicly recruit for Clinical Trials:

1. After opening the study in Study Tracker, select “Settings” in the task bar.



1. Select “Recruitment” from the side panel.



1. Click “Yes” in response to the prompt “Would you like to recruit publicly?”
2. Enter study contact information and recruitment contact information.
3. Enter protocol description in lay terms. Do not copy and paste from the protocol.
4. The study is now recruiting publicly.

## How are IRB Approved Studies added to the FSM Website?

Studies are automatically added to the FSM public recruitment website when studies opt-in on Study Tracker. To list studies on the recruitment pages for different departments, the study team must add affiliations. These can be added under FSM Departments under the Affiliations tab. Studies can also select affiliations with institutes and sites. Affiliations should only be added for the PIs, and only when the PI is a member or has an appointment with departments, institutes, and tests.

## FSM Clinical Trials helpful tips

* Enter study specific contact information for recruitment. If contact information is not added, the study listing defaults to display the NUCATS Recruitment general information line 1-855-NU-STUDY which does not support study specific information. To streamline the recruitment process, enter study team contact information.
* Optimize recruitment postings by filling in all information fields. Entering a study description, keywords, eligibility, location, and contact information ensure that the study is easily searchable for subjects.
* Update contact information if the primary study contact leaves to ensure subjects can contact the study team without interruptions.
* Write all public facing information in lay terms to avoid confusion.
* Study Tracker does not automatically update if the study contact changes or if a study closes. The study must be updated in study tracked when contact information changes and must be manually closed in Study Tracker to remove the public listing after recruitment closes.
* A study closing to recruitment is different than closing in the IRB. Study Tracker does not automatically update when recruitment closes by clicking “no” to “would you like to recruit publicly?”. This must be manually updated. When the study closes in IRB, the study automatically closes in Study Tracker.
* The FSM study database is published on the website every night. The study will be listed on the FSM clinical research and on department clinical research lists by 8 a.m. on the next day once public recruitment has been selected and all information has been added.