

The New Normal (TNN) Match Requirements

Northwestern University IRB

- An active IRB study is required to gain access to TNN Match.
 - The New Normal Match does not require a modification to enter your study into the portal.
 - We strongly advise adding TNN Match to your protocol recruitment plan once activated.
 - The New Normal institutional number is a modification of the STUXXXXX for your study. Our site's unique format for entering a study on the TNN submission page uses the prefix NU- then STUXXXXX. For examples: STU0012345 = NU-STU0012345 (no spaces between the dash).
- NU affiliates can gain access with a dual Northwestern University IRB approval
 - Ann & Robert H. Lurie Children's Hospital of Chicago
 - Shirley Ryan AbilityLab
 - Northwestern Memorial Hospital
 - Northwestern Medicine Central DuPage Hospital
 - Northwestern Medicine Lake Forest Hospital

Northwestern Virtual Private Network (VPN)

- TNN Match log in for study teams is secured behind Northwestern's firewall. When working off campus, connect to the Northwestern's VPN.
- Northwestern's VPN service allows access to University resources securely while using non-Northwestern networks to connect to the internet.
- Please visit the Northwestern IT Knowledge Base for [VPN set-up and use instructions](#).

Net ID and Password Security

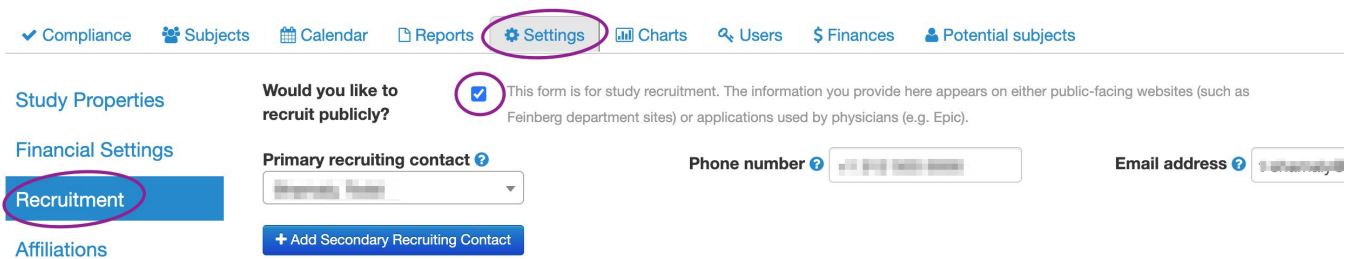
- Northwestern's TNN Match study team log in is your Net ID.
- Your NetID is your electronic identity at Northwestern. The most common format of a NetID is a combination of three letters (often related to your name) and three or four numbers.
- For more information about your Net ID password visit [Northwestern Information Technology](#)

Setup Public Recruitment in Study Tracker

How to setup public recruitment in Study Tracker

- Only studies with the Northwestern IRB Approved or External IRB status will import into Study Tracker. Northwestern IRB exempt status studies can be manually added to Study Tracker by contacting studytracker@northwestern.edu.
- Selecting public recruitment in Study Tracker opts the study into recruiting on Feinberg's Clinical Trial pages. Follow the steps below to publicly recruit for Clinical Trials:

1. Go to the study in Study Tracker, select Settings >> Recruitment



Navigation: Compliance, Subjects, Calendar, Reports, Settings, Charts, Users, Finances, Potential subjects

Study Properties

Financial Settings

Recruitment

Affiliations

Would you like to recruit publicly? This form is for study recruitment. The information you provide here appears on either public-facing websites (such as Feinberg department sites) or applications used by physicians (e.g. Epic).

Primary recruiting contact

Phone number

Email address

+ Add Secondary Recruiting Contact

2. Check the box next to “Would you like to recruit publicly?” **recruit publicly?**
3. Enter Primary Recruiting Contact information and Secondary Recruiting Contact information, if applicable.
4. Click “Save.” The Study will be synced with TNN Match after 24 hours.

If you choose not to display the study on the [Feinberg Clinical Trials Website](#) Stop Here.

If you choose to display the study on the [Feinberg Clinical Trials Website](#) continue with steps 5-7.

5. Public/Lay study description: Enter Eligibility Criteria and Study Description in lay terms (do not copy and paste from the protocol).
6. Under "Diseases/Clinical Areas" be sure to select from the drop-down menu all the diseases associated with this study.
7. Click “Save.” The Study Information will now be visible on public facing Feinberg websites.