



Creating a Study Webpage on the **RESEARCH STUDIES WEBSITE**

Clinical Research Recruitment Program

Last Updated August 25, 2024




Clinical Research Operations and Services

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**



GETTING STARTED MENU

Please use the below shortcuts to skip to the sections of the instruction that apply to you. Each slide will have a  in the upper lefthand corner that will allow you to navigate back to this slide.

WHAT IS THE RESEARCH STUDIES WEBSITE?

A little background

WHAT ARE THE MINIMUM REQUIREMENTS?

Standardization is good

HOW TO USE ONCORE TO CREATE A STUDY WEBPAGE?

It can be little confusing

HOW TO USE THE RESEARCH ADMIN TOOL?

To customize your OnCore study webpage

HOW TO USE THE RESEARCH ADMIN TOOL?

To create a Non-OnCore study webpage

REVIEW AND APPROVAL PROCESS

A second pair of eyes is always a plus



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WHAT IS THE RESEARCH
STUDIES WEBSITE?

A LITTLE BACKGROUND

University of Colorado Anschutz Medical Campus

HOME STUDIES BY CATEGORY ABOUT CLINICAL RESEARCH

Select Language
POWERED BY Google TRANSLATE

Participate in Research at CU Anschutz

Already know what you're looking for?

Research Studies by Category:

Behaviors and Mental Health 24	Eyes 11	Pain and Inflammation 41
Bones, Muscles, and Joints 51	Genetics/Personalized Health 17	Pediatrics 46
Brain and Nervous System 93	Healthy Volunteers 51	Pregnancy 18

- The Research Studies Website was created in 2020 and is managed by the Clinical Research Recruitment Program.
- The main goal is to share open clinical research studies on a public facing website for anyone from the community to see, search for, and contact research teams if interested.
- Research teams are responsible for maintaining their study webpages, and ensuring information is accurate and understandable.



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IT'S ALL IN THE NUMBERS

971

**Average number
of study
webpages since
2021**

27,316

**Number of new
visitors in 2023**

33,419

**Total number of
views in 2023**

34%

**Average bounce
rate for all study
pages in 2023**

**1.99
minutes**

**Average time
spent per page
in 2023**



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WHAT ARE THE MINIMUM
REQUIREMENTS?



MINIMUM DATA REQUIREMENT

Effective 11/1/2024, all study webpages on the Research Studies Website are required to have content in the following fields.

- Title
- Objective
- Primary Contact
- Description
- Eligibility

Because this information is updated differently depending if you use OnCore or the Research Admin Tool, we will review where these data fields are in the separate sections.





MINIMUM DATA REQUIREMENT

Effective 11/1/2024, the following fields will need to be completed in OnCore for your study webpage to push to the Research Studies Website.



Title: PC Console > Main > Details > Title

- Primary Contact: PC Console > Main > Staff
- Objective: SIP Console > Configure Button > Display Protocol? > Select 'Yes' from dropdown menu > Objective

Note: If you check the box next to 'Use Default Objective?' then the information from the objective field from the PC Console > Main > Details > Objective will override any information entered in the Objective field in the SIP Console.
- Description: SIP Console > Description
- Eligibility: SIP Console > Detailed Eligibility

OnCore | By Advarra | Menu | PC Console | SIP Console | Specifications | CRA Console | Financials Console

PC Console | Protocol No.: X18-9999 | Library: Health Affairs | PI: Barnard, Deborah | Sponsor: Abbvie

Protocol Target Accrual: 100 | Accrual To Date: 16 | Protocol Status: OPEN TO ACCRUAL

RC Total Accrual Goal (Upper): 100 | IRB Expiration: 05/21/2023

Select Protocol: X18-9999

Main | Management | Staff | Sponsor | IND/IDE | ClinicalTrials.gov

Protocol Details

Protocol No.	X18-9999	NCT Number	NCT00000001
Library	Health Affairs	Department	CTR-WebbWaring
Organizational Unit	Health Affairs		
Title	Does Eating a Protein Rich Diet during the 3rd Trimester Help with Gestational Diabetes?		
Short Title	This is a short title		
Objectives	1. Test the System!		
Phase	Feasibility	Scope	Local
Age	Both	Consent at Age of Majority	Yes
Drug Accountability	Yes	Investigator Initiated Protocol	Yes
Involves Therapy	Yes	Exclude Protocol on Web	Yes
Open For Affiliates Only	No	Summary Accrual Info. Only	No
Protocol Type	Treatment		
Registration Center	Research Center	Involves Correlates or Companions	Yes
Data Monitoring	External	Adjuvant	Yes
Includes Specimen Banking?	Yes	Companion Study?	No
Multi-site Trial	Yes	Investigational Drug	Yes
Precision Trial	Yes	Precision Trial Classification	Umbrella
Pilot		Investigational Device	No
Rare Disease		Certificate(s) of Confidentiality	

Accrual Information

Protocol Target Accrual	100	RC Total Accrual Goal (Lower)	1	RC Total Accrual Goal (Upper)	100
RC Annual Accrual Goal	15	Affiliate Accrual Goal		Accrual Duration (Months)	60

Completion Dates

Primary Completion Date	08/17/2023 (Anticipated)
Study Completion Date	

Update | Lock Protocol

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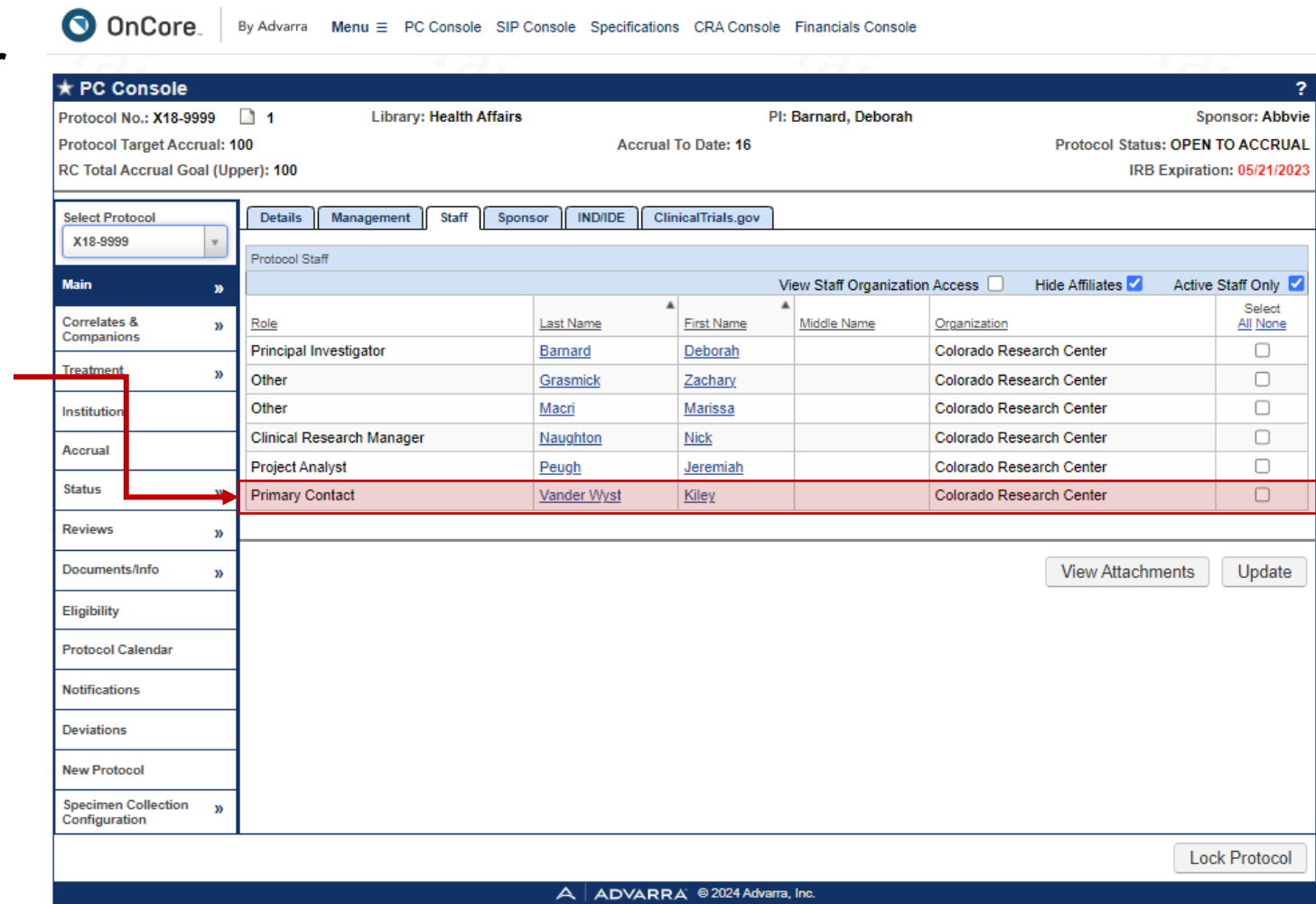


MINIMUM DATA REQUIREMENT

Effective 11/1/2024, the following fields will need to be completed in OnCore for your study webpage to push to the Research Studies Website.

- Title: PC Console > Main > Details > Title
-  Primary Contact: PC Console > Main > Staff
- Objective: SIP Console > Configure Button > Display Protocol? > Select 'Yes' from dropdown menu > Objective

Note: If you check the box next to 'Use Default Objective?' then the information from the objective field from the PC Console > Main > Details > Objective will override any information entered in the Objective field in the SIP Console.
- Description: SIP Console > Description
- Eligibility: SIP Console > Detailed Eligibility



The screenshot shows the OnCore PC Console interface for protocol X18-9999. The main navigation menu on the left includes: Main, Correlates & Companions, Treatment, Institution, Accrual, Status, Reviews, Documents/Info, Eligibility, Protocol Calendar, Notifications, Deviations, New Protocol, and Specimen Collection Configuration. The 'Status' menu item is highlighted with a red arrow pointing to the 'Primary Contact' row in the staff list table.

Protocol Details: X18-9999, Library: Health Affairs, PI: Barnard, Deborah, Sponsor: Abbvie, Protocol Target Accrual: 100, Accrual To Date: 16, Protocol Status: OPEN TO ACCRUAL, IRB Expiration: 05/21/2023.

Role	Last Name	First Name	Middle Name	Organization	Select All None
Principal Investigator	Barnard	Deborah		Colorado Research Center	<input type="checkbox"/>
Other	Grasmick	Zachary		Colorado Research Center	<input type="checkbox"/>
Other	Macri	Marissa		Colorado Research Center	<input type="checkbox"/>
Clinical Research Manager	Naughton	Nick		Colorado Research Center	<input type="checkbox"/>
Project Analyst	Peugh	Jeremiah		Colorado Research Center	<input type="checkbox"/>
Primary Contact	Vander Wyst	Kiley		Colorado Research Center	<input type="checkbox"/>

Buttons: View Attachments, Update, Lock Protocol





MINIMUM DATA REQUIREMENT

Effective 11/1/2024, the following fields will need to be completed in OnCore for your study webpage to push to the Research Studies Website.

- Title: PC Console > Main > Details > Title

- Primary Contact: PC Console > Main > Staff



Objective: SIP Console > Configure Button > Display Protocol? > Select 'Yes' from dropdown menu > Objective

Note: If you check the box next to 'Use Default Objective?' then the information from the objective field from the PC Console > Main > Details > Objective will override any information entered in the Objective field in the SIP Console.

- Description: SIP Console > Description

- Eligibility: SIP Console > Detailed Eligibility

The screenshot shows the OnCore SIP Console interface for protocol configuration. At the top, it displays protocol details: Protocol No. X18-9999, Library: Health Affairs, PI: Barnard, Deborah, and Sponsor: Abbvie. The protocol status is 'OPEN TO ACCRUAL' with an IRB expiration date of 05/21/2023. The configuration status is 'Complete'.

The main configuration area includes several fields:

- Display Protocol?:** A dropdown menu set to 'Yes'.
- Objective:** A text area containing the text: "This study is looking to see if women with gestational diabetes who consume protein-rich diets during the third trimester have better blood sugar control and weight gain." A red box highlights this field, and a red arrow points to it from the 'Display Protocol?' dropdown.
- Treatment:** A text area with 1024 characters remaining.
- Description:** A text area with 3262 characters remaining, containing details about the study's participation and compensation.
- Key Eligibility:** A text area with 4000 characters remaining.
- Detailed Eligibility:** A text area with 3849 characters remaining, containing criteria for adult women aged 18-35 years old.

On the right side of the configuration area, there are checkboxes for 'Use Default Objective?', 'Override Cancer Control?', 'Display Drugs?', and 'Display Therapies?'. At the bottom, there are buttons for 'Undo Complete', 'Submit', 'Clear', and 'Close'.





MINIMUM DATA REQUIREMENT

Effective 11/1/2024, the following fields will need to be completed in OnCore for your study webpage to push to the Research Studies Website.

- Title: PC Console > Main > Details > Title
- Primary Contact: PC Console > Main > Staff
- Objective: SIP Console > Configure Button > Display Protocol? > Select 'Yes' from dropdown menu > Objective

Note: If you check the box next to 'Use Default Objective?' then the information from the objective field from the PC Console > Main > Details > Objective will override any information entered in the Objective field in the SIP Console.



Description: SIP Console > Description

- Eligibility: SIP Console > Detailed Eligibility

The screenshot shows the OnCore SIP Console interface for protocol X18-9999. The 'SIP Configuration' section includes fields for 'Display Protocol?' (set to 'Yes'), 'Phase', 'Objective', 'Treatment', 'Description', 'Key Eligibility', and 'Detailed Eligibility'. The 'Description' field is highlighted with a red box, and a red arrow points from the text 'Description: SIP Console > Description' to it. The 'Objective' field contains text about protein-rich diets and blood sugar control. The 'Description' field contains text about recruiting women with gestational diabetes and study visits. The 'Key Eligibility' field contains text about adult women aged 18-35 years old. The 'Detailed Eligibility' field contains text about pregnant women with gestational diabetes. The interface also shows 'Disease / Diagnosis Override' and 'Protocol Attachments' sections, both with 'No overrides defined' and 'No Records Found' respectively. At the bottom, there are buttons for 'Undo Complete', 'Submit', 'Clear', and 'Close'.



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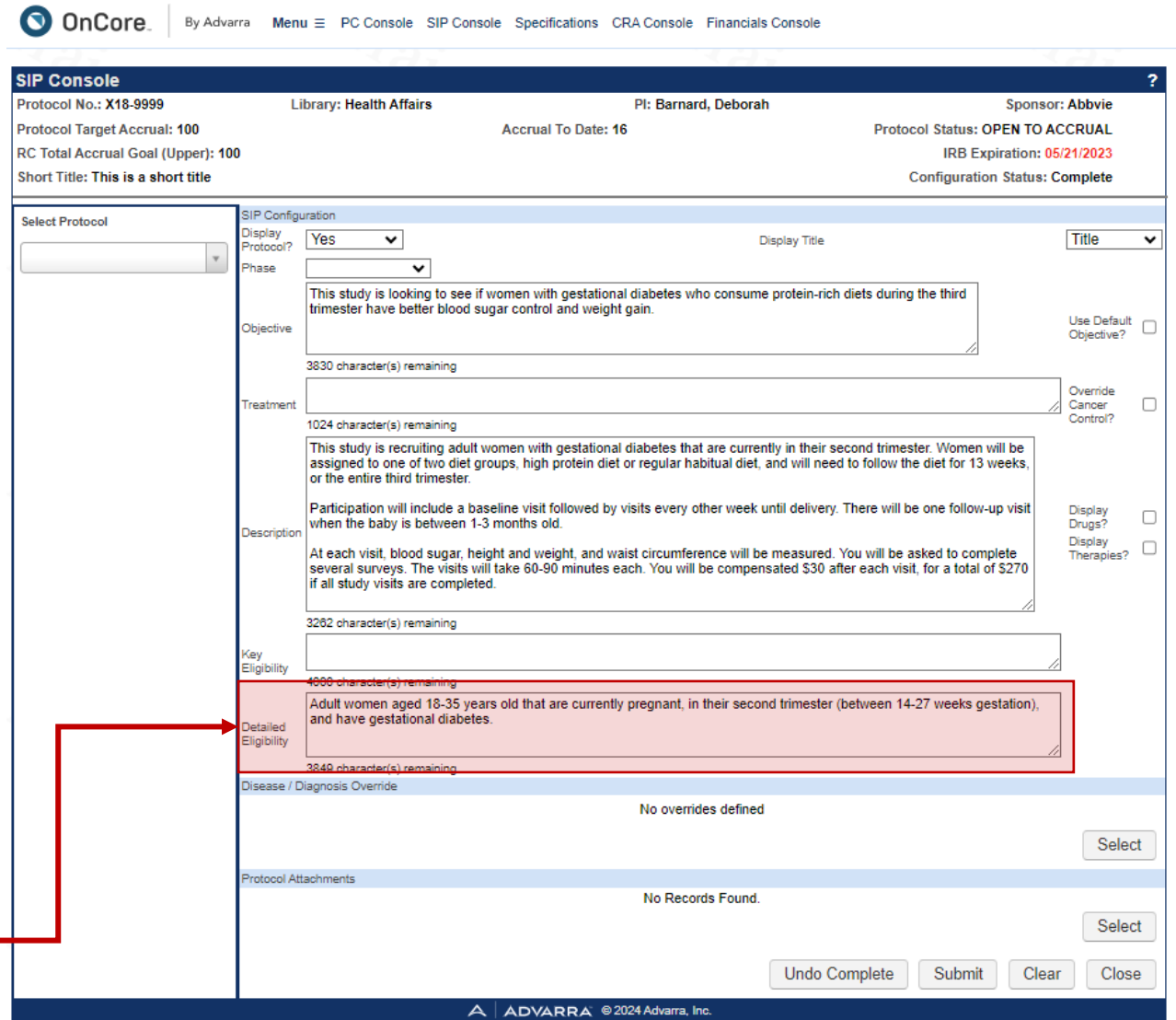
MINIMUM DATA REQUIREMENT

Effective 11/1/2024, the following fields will need to be completed in OnCore for your study webpage to push to the Research Studies Website.

- Title: PC Console > Main > Details > Title
- Primary Contact: PC Console > Main > Staff
- Objective: SIP Console > Configure Button > Display Protocol? > Select 'Yes' from dropdown menu > Objective

Note: If you check the box next to 'Use Default Objective?' then the information from the objective field from the PC Console > Main > Details > Objective will override any information entered in the Objective field in the SIP Console.

-  Eligibility: SIP Console > Detailed Eligibility



The screenshot shows the OnCore SIP Console interface for protocol X18-9999. The 'SIP Configuration' section is expanded, showing the 'Display Protocol?' dropdown set to 'Yes'. The 'Objective' field contains the text: 'This study is looking to see if women with gestational diabetes who consume protein-rich diets during the third trimester have better blood sugar control and weight gain.' The 'Detailed Eligibility' field is highlighted with a red box and contains the text: 'Adult women aged 18-35 years old that are currently pregnant, in their second trimester (between 14-27 weeks gestation), and have gestational diabetes.' A red arrow points from the 'Eligibility' bullet point in the text to this field. Other fields like 'Treatment', 'Description', and 'Key Eligibility' are also visible. The interface includes navigation tabs at the top and a footer with 'ADVARRA © 2024 Advarra, Inc.'





OTHER REQUIREMENTS: LANGUAGE REQUIREMENTS

Having a study webpage that is understandable to the community we serve is the most important aspect of creating a public-facing website for your study because it increases trust and participation in clinical research.

Language Requirements

- Your study webpage **must be at or below the 6th grade reading level.**
- Your study webpage must put the information into **plain language**, which is designed to be understood quickly and easily by the reader.
- This means that you **should not** use medical jargon, complex scientific words, or any abbreviations.

Plain Language Resources

- [Plain Language Section of University of Buffalo Recruitment Resources Toolkit](#)
- [Plain Language in Clinical Research by Multi-Regional Clinical Trials Center of Brigham and Women's Hospital and Harvard](#)
- [University of Michigan Plain Language Medical Dictionary](#)
- [Plain Language Guide by the JRP Working Group for Equitable Research](#)
- [Make It Clear: The Use of Lay Language in Research Recruitment by North Carolina Translational and Clinical Science Institute](#)





HOW TO USE ONCORE TO CREATE A STUDY WEBPAGE?



OPT IN OR OPT OUT OF THE RESEARCH STUDIES WEBSITE

Did you know that there are **two places** in OnCore that need to be updated for your study to have a study webpage on the Research Studies Website?

1

PC Console > Main > Details: “Exclude Protocol on Web”.

2

SIP Console > Select Configure Tab > Display Protocol?



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OPT OUT OF THE RESEARCH STUDIES WEBSITE: PC CONSOLE

PC Console > Main > Details: “Exclude Protocol on Web”.

- If you do not want your study to be on the Research Studies Website, this box should be checked.

- Navigate to the PC Console
- Click the ‘update’ button on the right-hand side of the screen.
- Make sure the box next to ‘Exclude Protocol On Web’ is checked.

The screenshot shows the OnCore PC Console interface for protocol X18-9999. The interface includes a navigation menu on the left, a top navigation bar with tabs for Details, Management, Staff, Sponsor, IND/IDE, and ClinicalTrials.gov, and a main content area with a table of protocol details. A red circle highlights the 'PC Console' tab in the top navigation bar (labeled 1). Another red circle highlights the 'Exclude Protocol on Web' checkbox in the 'Consent at Age of Majority' row of the protocol details table (labeled 3). A third red circle highlights the 'Update' button in the bottom right corner of the interface (labeled 2).

PC Console

Protocol No.: X18-9999 | Library: Health Affairs | PI: Barnard, Deborah | Sponsor: Abbvie

Protocol Target Accrual: 100 | Accrual To Date: 16 | Protocol Status: OPEN TO ACCRUAL

RC Total Accrual Goal (Upper): 100 | IRB Expiration: 05/21/2023

Select Protocol: X18-9999

Protocol Details

Protocol No.	X18-9999	NCT Number	NCT00000001
Library	Health Affairs	Department	CTR-WebbWaring
Organizational Unit	Health Affairs		
Title	This is a testing protocol-2		
Short Title	This is a short title		
Objectives	1. Test the System!		
Phase	Feasibility	Scope	Local
Age	Both	Consent at Age of Majority	Yes
Drug Accountability	Yes	Investigator Initiated Protocol	Yes
Involves Therapy	Yes	Exclude Protocol on Web	Yes
Open For Affiliates Only	No	Summary Accrual Info. Only	No
Protocol Type	Treatment		
Registration Center	Research Center	Involves Correlates or Companions	Yes
Data Monitoring	External	Adjuvant	Yes
Includes Specimen Banking?	Yes	Companion Study?	No
Multi-site Trial	Yes	Investigational Drug	Yes
Precision Trial	Yes	Precision Trial Classification	Umbrella
Pilot		Investigational Device	No
Rare Disease		Certificate(s) of Confidentiality	

Accrual Information

Protocol Target Accrual	100	RC Total Accrual Goal (Lower)	1	RC Total Accrual Goal (Upper)	100
RC Annual Accrual Goal	15	Affiliate Accrual Goal		Accrual Duration (Months)	60

Completion Dates

Primary Completion Date	08/17/2023 (Anticipated)
Study Completion Date	

Update





OPT OUT OF THE RESEARCH STUDIES WEBSITE: SIP CONSOLE

SIP Console > Select Configure Tab > Display Protocol?

- If you do not want your study to be on the Research Studies Website, select 'No' from the dropdown menu.

1 Navigate to the SIP Console

OnCore. | By Advarra | Menu | PC Console | **SIP Console** | Specifications | CRA Console | Financials Console

SIP Console ?

Protocol No.: X18-9999 Library: Health Affairs PI: Barnard, Deborah Sponsor: Abbvie

Protocol Target Accrual: 100 Accrual To Date: 16 Protocol Status: OPEN TO ACCRUAL

RC Total Accrual Goal (Upper): 100 IRB Expiration: 05/21/2023

Short Title: This is a short title Configuration Status: Complete

Select Protocol [dropdown] **Protocol Summary**

Protocol not displayable or not configured

View PDF **Configure**

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- 2** Click the 'configure' button on the right-hand side of the screen.

3 Select 'no' from the 'Display Protocol?' from the dropdown menu.

OnCore. | By Advarra | Menu | PC Console | SIP Console | Specifications | CRA Console | Financials Console

SIP Console ?

Protocol No.: X18-9999 Library: Health Affairs PI: Barnard, Deborah Sponsor: Abbvie

Protocol Target Accrual: 100 Accrual To Date: 16 Protocol Status: OPEN TO ACCRUAL

RC Total Accrual Goal (Upper): 100 IRB Expiration: 05/21/2023

Short Title: This is a short title Configuration Status: Complete

Select Protocol [dropdown] **SIP Configuration**

Display Protocol? **No** Display Title: Title

Phase: [dropdown]

Objective: [text area] Use Default Objective?

Treatment: [text area] Override Cancer Control?

Description: [text area] Display Drugs?

Key Eligibility: [text area] Display Therapies?

Detailed Eligibility: [text area]

Disease / Diagnosis Override: No overrides defined [Select]

Protocol Attachments: No Records Found. [Select]

Undo Complete Submit Clear Close

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OPT IN OF THE RESEARCH STUDIES WEBSITE: PC CONSOLE

PC Console > Main > Details: “Exclude Protocol on Web”.

- If you want your study to be on the Research Studies Website, this box should be unchecked.

- Navigate to the PC Console
- Click the ‘update’ button on the right-hand side of the screen.
- Make sure the box next to ‘Exclude Protocol On Web’ is unchecked.

OnCore. By Advarra **1** **PC Console** IP Console Specifications CRA Console Financials Console

★ PC Console ?

Protocol No.: X18-9999 1 Library: Health Affairs PI: Barnard, Deborah Sponsor: Abbvie
 Protocol Target Accrual: 100 Accrual To Date: 16 Protocol Status: OPEN TO ACCRUAL
 RC Total Accrual Goal (Upper): 100 IRB Expiration: 05/21/2023

Select Protocol: X18-9999

Main »
 Correlates & Companions »
 Treatment »
 Institution »
 Accrual »
 Status »
 Reviews »
 Documents/Info »
 Eligibility »
 Protocol Calendar »
 Notifications »
 Deviations »
 New Protocol »
 Specimen Collection Configuration »

Details Management Staff Sponsor IND/IDE ClinicalTrials.gov

Protocol Details History

Protocol No.	X18-9999			NCT Number	NCT00000001		
Library	Health Affairs			Department	CTR-WebbWaring		
Organizational Unit	Health Affairs						
Title	This is a testing protocol-2						
Short Title	This is a short title						
Objectives	1. Test the System!						
Phase	Feasibility	Scope	Local	Age	Both	Consent at Age of Majority	Yes
Drug Accountability	Yes	Investigator Initiated Protocol	Yes	Involves Therapy	Yes	3 Exclude Protocol on Web	Yes
Open For Affiliates Only	No	Summary Accrual Info. Only	No	Protocol Type	Treatment		
Registration Center	Research Center	Involves Correlates or Companions	Yes	Data Monitoring	External	Adjuvant	Yes
Includes Specimen Banking?	Yes	Companion Study?	No	Multi-site Trial	Yes	Investigational Drug	Yes
Precision Trial	Yes	Precision Trial Classification	Umbrella	Pilot		Investigational Device	No
Rare Disease		Certificate(s) of Confidentiality					

Accrual Information

Protocol Target Accrual	100	RC Total Accrual Goal (Lower)	1	RC Total Accrual Goal (Upper)	100
RC Annual Accrual Goal	15	Affiliate Accrual Goal		Accrual Duration (Months)	60

Completion Dates

Primary Completion Date	08/17/2023 (Anticipated)
Study Completion Date	

2 Update

Lock Protocol

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OPT IN OF THE RESEARCH STUDIES WEBSITE: SIP CONSOLE

SIP Console > Select Configure Tab > Display Protocol?

- If you want your study to be on the Research Studies Website, select 'Yes' from the dropdown menu.

1 Navigate to the SIP Console

OnCore | By Advarra | Menu | PC Console | **SIP Console** | Specifications | CRA Console | Financials Console

SIP Console ?

Protocol No.: X18-9999 Library: Health Affairs PI: Barnard, Deborah Sponsor: Abbvie

Protocol Target Accrual: 100 Accrual To Date: 16 Protocol Status: OPEN TO ACCRUAL

RC Total Accrual Goal (Upper): 100 IRB Expiration: 05/21/2023

Short Title: This is a short title Configuration Status: Complete

Select Protocol

Protocol Summary

Protocol not displayable or not configured

View PD **Configure**

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2 Click the 'configure' button on the right-hand side of the screen.

3 Select 'yes' from the 'Display Protocol?' from the dropdown menu.

OnCore | By Advarra | Menu | PC Console | SIP Console | Specifications | CRA Console | Financials Console

SIP Console ?

Protocol No.: X18-9999 Library: Health Affairs PI: Barnard, Deborah Sponsor: Abbvie

Protocol Target Accrual: 100 Accrual To Date: 16 Protocol Status: OPEN TO ACCRUAL

RC Total Accrual Goal (Upper): 100 IRB Expiration: 05/21/2023

Short Title: This is a short title Configuration Status: Complete

Select Protocol

SIP Configuration

Display Protocol? **Yes** Display Title: Title

Phase: No

Objective: Excluded Use Default Objective?

Unmarked Override Cancer Control?

4000 character(s) remaining

Treatment: Display Drugs?

1024 character(s) remaining Display Therapies?

Description: 4000 character(s) remaining

Key Eligibility: 4000 character(s) remaining

Detailed Eligibility: 4000 character(s) remaining

Disease / Diagnosis Override: No overrides defined Select

Protocol Attachments: No Records Found. Select

Undo Complete Submit Clear Close

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HOW TO USE THE RESEARCH ADMIN TOOL TO CUSTOMIZE AN ONCORE STUDY WEBPAGE



RESEARCH ADMIN TOOL: ACCESS

- 1 To access the Research Admin Tool, you will need to go to:
<https://som.cuanschutz.edu/ResearchStudiesAdmin/>.

Note: you must be logged into VPN to access the Research Admin Tool.

- 2 Use your University credentials to log into the website.

If you have never used the website before or have never been added to a study that has used the website before then you will have no studies appear under 'Customized Studies' list.

University of Colorado Anschutz Medical Campus Webmail | UCD Access | Canvas | Sign Out

Research Studies Admin

HOME FOCUS STUDIES PARTICIPANT SCREENING PARTICIPANT DATA

+ Studies

Select an OnCore study to customize for the Research Studies website or add an editor to customize a study.

Select OnCore Study

[Customize Study](#) [Add Editor](#)

OR Add a Non-OnCore Study to the Research Studies website. Only add Studies that are NOT in OnCore.

[Add Non-OnCore Study](#)

Customized Studies

Filter

Protocol #	Study Title	Updated	Expires	SIP Deleted	
22-1521	MitoQ supplementation for restoring aerobic exercise training effects on endothelial function in postmenopausal women View on Research Studies website	2/20/2024	8/23/2024		
22-2178	Research about a birth control pill for emergency contraception View on Research Studies website	4/12/2024	8/22/2024		
21-5027	NightWare Therapeutic Platform for improving Cardiovascular Health in Adults With Nightmares Associated with PTSD View on Research Studies website	6/29/2023	8/21/2024		
18-0456	Conversational Speech in the Diagnosis of Neurocognitive Disorders View on Research Studies website	9/26/2022	7/17/2024		
21-3923	A Multi-Center, Randomized, Double-Masked, Vehicle-Controlled, Parallel-Group, Study to Evaluate the Safety and Efficacy of CSB-001 Ophthalmic Solution 0.1% in Stage 2 and 3 Neurotrophic Keratitis	1/21/2022	7/13/2024		





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

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Research Studies Admin

HOME | FOCUS STUDIES | PARTICIPANT SCREENING | PARTICIPANT DATA

Studies

Select an OnCore study to customize for the Research Studies website or add an editor to customize a study. **OR** Add a Non-OnCore Study to the Research Studies website. Only add Studies that are NOT in OnCore.

Select OnCore Study

- Select OnCore Study
- 02-729: INVESTIGATIONAL PULSE SEQUENCES FOR DATA ACQUISITION ON MAGNETIC ...
- 04-0332: ORTHOPAEDIC TUMOR REGISTRY
- 07-0417: Familial Idiopathic Scoliosis: Defining Determinants of a Complex...
- 08-1123: AVANTA PROXIMAL INTERPHALANGEAL (PIP) FINGER JOINT PROSTHESIS
- 09-0583: A Translational Study of the Interactions between Prior Pregnancy...
- 09-0816: Prospective, Inceptional Cohort Study of Individuals with Bleedin...
- 10-0600: Acetabular and Femoral Development Before and After a Varus Derot...
- 10-0882: The Colorado Baby Blanket Research Program
- 11-0548: PRENATAL DEPRESSION AND ANXIETY HAVE AN IMPACT ON PSYCHOLOGICALLY...
- 11-1802: Prospective Post Market Clinical Follow-Up Study of the Continuum...
- 12-0446: Videoconferencing for Rural Pediatric Diabetes Care
- 12-0660: The Assessment of Long Term Durability, Safety and Effectiveness ...
- 12-1243: An analysis of leg length discrepancies in children with spastic ...
- 12-1385: Hip and Lower Extremity Outcomes Registry
- 12-1549: A Prospective Natural History Study of Diagnosis, Treatment and O...
- 12-1587: Transcriptome Profiling of Progressive Idiopathic Scoliosis via m...
- 12-1648: MOON Shoulder Instability: Patients Undergoing Operative Treatmen...
- 13-0091: Validation of a New Sacroiliac-joint Specific Disability Question...
- 13-0220: Educational Dietetic Intern Protocol (EDIP)

Study ID	Study Title	Start Date	End Date	Actions
18-0456	Conversational Speech in the Diagnosis of Neurocognitive Disorders	9/26/2022	7/17/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
21-3923	A Multi-Center, Randomized, Double-Masked, Vehicle-Controlled, Parallel-Group, Study to Evaluate the Safety and Efficacy of CSB-001 Ophthalmic Solution 0.1% in Stage 2 and 3 Neurotrophic Keratitis	1/21/2022	7/13/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If you are using this tool to customize a study webpage that is an OnCore study, you will need to select the study from the dropdown list.

IMPORTANT

Only studies that you are listed as the **Primary Contact** in OnCore will appear in this dropdown menu.

If you are not listed as the Primary Contact in OnCore, then you will need to reach out to that person and have them add you as an Editor using the Research Admin Tool.





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

2 Once you find the study that you wish to customize, select it from the dropdown menu, it will now appear as the selected study.

University of Colorado Anschutz Medical Campus Webmail | [UCD Access](#) | Canvas | Sign Out

Research Studies Admin

HOME | FOCUS STUDIES | PARTICIPANT SCREENING | PARTICIPANT DATA

+ Studies

Select an OnCore study to customize for the Research Studies website or add an editor to customize a study.

22-0441: A pilot study evaluating ctDNA as a prognostic tool for locally a... ⌵

OR Add a Non-OnCore Study to the Research Studies website. Only add Studies that are NOT in OnCore.

[Customize Study](#) [Add Editor](#) [Add Non-OnCore Study](#)

2 Click the 'Customize Study' button.



Clinical Research Recruitment Program

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS




RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY


3

Upload your approval to recruit human participants via a public-facing website. This could be your IRB approval letter that clearly states what recruitment methods were approved or your protocol that includes the recruitment section. If you upload your protocol, you will also need to upload your IRB approval letter.

IRB Approval for Recruitment on Public-facing Website*

Please upload verification that you have IRB approval to recruit human participants via a public-facing website. This could be your IRB approval letter that clearly states what recruitment methods were approved during the review and approval process, or your protocol that includes the recruitment section that outlines. If you upload your protocol, you will also need to include the IRB approval letter.

 17035-IRBFile.DOC



Please note with recent updates to [COMIRB's Policy and Procedure document](#), changes that we recommended during our review and approval process do not need to be resubmitted and approved by COMIRB. Please see Section 13.9.2 of this policy.





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

4 Type your study title. This does not need to match your IRB-approved study title, and in most cases, it will not match as the IRB-approved study title is lengthy, complex, and not easily understood by the general population.

Title*

For studies with lengthy titles, it is acceptable and appropriate to abbreviate the title. We recommend sixth grade reading level text given potential participants may not be familiar with scientific language.

Cannabis Driving Study

5 Type your primary objective. This is not the primary objective from your protocol or grant, but instead a clear and concise 1-2 sentence statement of the main purpose of your study.

Primary Objective*

Text from the [PC Console: Main > Details > Objective] field in OnCore will be displayed, unless new text is entered below. We recommend sixth grade reading level text given potential participants may not be familiar with scientific language.

Join a CU Anschutz study about the impact of cannabis on driving.

It is important that you use plain language for your title and to summarize the primary objective of the study. You should not use complex scientific language, abbreviations, or medical jargon. Please see the plain language resources provided on [slide 8](#).





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

6 Describe your study, and what is involved if a person decides to participate.

This section is where you can start customizing your page from what is available in OnCore. The description section in OnCore will transfer as one paragraph.

Using the Research Admin Tool, you can separate this information into different sections, making it more easily understood.

Description Fields*

Text from the [SIP Console: Description] field in OnCore will be displayed, unless new text is entered below. We recommend sixth grade reading level text given potential participants may not be familiar with scientific language.

Description*

We want to learn more about how people are affected by cannabis in different ways. We will use a driving simulator to compare the driving of adults who use cannabis daily, sometimes, or do not use cannabis. Participants must sign a form saying that they have a safe way to get home after the visit.

Main Procedures (will display as part of Description)

Study visits include health tests and a driving test using a driving simulator. Participants must sign a form saying that they have a safe way to get home after the visit.

Procedure Duration (will display as part of Description)

Two visits to our Denver office.

It is important that you use plain language to describe your study. You should not use complex scientific language, abbreviations, or medical jargon. Please see the plain language resources provided on [slide 8](#).



RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

7 The category for your study will transfer from OnCore, unless you choose different categories from the list below.

8 Your category image is based of the primary category listed above. You are also able to upload a different image, using the upload feature.

This image must be a high-quality image that represents the population, disease, condition, or topic being studied.

Categories*

The categories listed in the [PC Console: Main > Management > Flowchart] section of OnCore will be displayed, unless they are revised below. Drag and drop categories to change order. Drag category out of list to delete.

Select a Category...

Cannabis and Cannabinoids

Category Image

The image displayed will be a stock photo based on the 1st category above, unless an alternate photo is selected or uploaded. All stock photos have been IRB approved. Any new photos uploaded will require IRB approval.

OR

OR





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

- 9 The Principal Investigator credentials and photo will be pulled in from CUDoctors.com. If the PI does not have a CUDoctors.com profile, you can enter their information and upload a different photo here.
- 10 It is a great idea to provide the link to your study screener. Interested participant will be redirected to the study screener after they complete the participant contact and demographic web form.

Principal Investigator*

The Principal Investigator name, credentials, and photo will be pulled from CUDoctors.com based on email.

Send recruitment emails to Principal Investigator? Yes No

Principal Investigator Photo

The Principal Investigator name, credentials, and photo will be pulled from CUDoctors.com based on email, or an alternate photo can be uploaded below. Please use only professional headshots.

Study Screener Link

Please provide a link to your study specific screener. Usually this is a REDCap or Qualtrics survey or questionnaire. By providing this link, your potential participant will be redirected to complete your study screener after they participant contact and demographic information form.





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

11 Please provide only the necessary inclusion and exclusion criteria. Do not include eligibility criteria that needs to be determined at a screening or baseline visit that the potential participant will not know themselves. Instead include a sentence, such as “There are additional eligibility criteria that need to be determined at a screening visit by healthcare professional. This will be reviewed with you during the informed consent process.”

12 It is a great idea to let the potential individual know how they will be compensated for their time. Additionally, you can put links to any other websites in this section.

Additional Fields

Consider adding other helpful IRB-approved links, such as a study-specific Facebook page or website. Compensation amounts may be listed for studies involving healthy subjects only. For all other studies, please either list "compensation provided" or "compensation not provided".

25 to 55 years

Eligibility*

People may be able to join if they are 25 to 55 years old, are healthy, use cannabis daily, sometimes, or do not use cannabis, drive a car or truck, have a driver's license, and health insurance.

Get up to \$300 for your time

Travel Compensation

Facebook Link

Twitter Link

Cannabis Driving Study <https://coloradosph.cuanschut>





RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

13 In this section, you can upload your IRB-approved study flyer. This is nice to include as people might like to see the information conveyed in a different format.

14 Review the information that you submitted and make sure that there are no spelling or grammar errors.

Additionally, make sure that you are using plain language, and information is at or below a 6th grade reading level.

Check that all required sections, indicated by an asterisk, are completed.

If your study webpage is complete, then hit the submit button.

Additional File

Consider adding other helpful IRB-approved materials, such as a study flyers or brochures.

Choose File Browse Cancel

By submitting, I am attesting that the following are true:

- These changes are in compliance with the IRB policy.
- The content does not state or imply a certainty of favorable outcome or other benefits beyond what is in the consent document and protocol.
- The content does not make claims, either explicitly or implicitly, that the investigational treatment is safe or effective.
- The content does not use terms such as "new treatment", "new medication", or "new drug", without explaining that the treatment offered is investigational.
- The content does not include an exculpatory language whereby the sponsor or investigator appears to waive subjects' rights to payment for research related injuries.
- The content does not describe risks and benefits.

Submit Cancel





HOW TO USE THE RESEARCH ADMIN TOOL TO CREATE A NON-ONCORE STUDY WEBPAGE



RESEARCH ADMIN TOOL: ACCESS

1 To access the Research Admin Tool, you will need to go to:
<https://som.cuanschutz.edu/ResearchStudiesAdmin/>.

Note: you must be logged into VPN to access the Research Admin Tool.

2 Use your University credentials to log into the website.

If you have never used the website before or have never been added to a study that has used the website before then you will have no studies appear under 'Customized Studies' list.

University of Colorado Anschutz Medical Campus Webmail | UCD Access | Canvas | Sign Out

Research Studies Admin

HOME | FOCUS STUDIES | PARTICIPANT SCREENING | PARTICIPANT DATA

+ Studies

Select an OnCore study to customize for the Research Studies website or add an editor to customize a study.

Select OnCore Study

[Customize Study](#) [Add Editor](#)

OR Add a Non-OnCore Study to the Research Studies website. Only add Studies that are NOT in OnCore.

[Add Non-OnCore Study](#)

Customized Studies

Filter

Protocol #	Study Title	Updated	Expires	SIP Deleted	
22-1521	MitoQ supplementation for restoring aerobic exercise training effects on endothelial function in postmenopausal women View on Research Studies website	2/20/2024	8/23/2024		
22-2178	Research about a birth control pill for emergency contraception View on Research Studies website	4/12/2024	8/22/2024		
21-5027	NightWare Therapeutic Platform for improving Cardiovascular Health in Adults With Nightmares Associated with PTSD View on Research Studies website	6/29/2023	8/21/2024		
18-0456	Conversational Speech in the Diagnosis of Neurocognitive Disorders View on Research Studies website	9/26/2022	7/17/2024		
21-3923	A Multi-Center, Randomized, Double-Masked, Vehicle-Controlled, Parallel-Group, Study to Evaluate the Safety and Efficacy of CSB-001 Ophthalmic Solution 0.1% in Stage 2 and 3 Neurotrophic Keratitis	1/21/2022	7/13/2024		



Clinical Research Recruitment Program

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RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

Research Studies Admin

[HOME](#) [FOCUS STUDIES](#) [PARTICIPANT SCREENING](#) [PARTICIPANT DATA](#)

+ Studies

Select an OnCore study to customize for the Research Studies website or add an editor to customize a study.

Select OnCore Study

Customize Study

Add Editor

OR

Add a Non-OnCore Study to the Research Studies website. Only add Studies that are NOT in OnCore.

Add Non-OnCore Study

- 3 If you are using this tool to create a study webpage for a study that is not in OnCore, then you will need to click the 'Add Non-Oncore Study' button.







RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

- 4 Upload your approval to recruit human participants via a public-facing website. This could be your IRB approval letter that clearly states what recruitment methods were approved or your protocol that includes the recruitment section. If you upload your protocol, you will also need to upload your IRB approval letter.

IRB Approval for Recruitment on Public-facing Website*

Please upload verification that you have IRB approval to recruit human participants via a public-facing website. This could be your IRB approval letter that clearly states what recruitment methods were approved during the review and approval process, or your protocol that includes the recruitment section that outlines. If you upload your protocol, you will also need to include the IRB approval letter.

 17035-IRBFile.DOC



Please note with recent updates to [COMIRB's Policy and Procedure document](#), changes that we recommended during our review and approval process do not need to be resubmitted and approved by COMIRB. Please see Section 13.9.2 of this policy.





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

- 5 Enter your COMIRB number. You will only be asked this if this is a Non-Oncore Study.
- 6 Type your study title. This does not need to match your IRB-approved study title, and in most cases, it will not match as the IRB-approved study title is lengthy, complex, and not easily understood by the general population.
- 7 Type your primary objective. This is not the primary objective from your protocol or grant, but instead a clear and concise 1-2 sentence statement of the main purpose of your study.

COMIRB/IRB/Protocol Number*

23-1501

Title*

For studies with lengthy titles, it is acceptable and appropriate to abbreviate the title. We recommend sixth grade reading level text given potential participants may not be familiar with scientific language.

BfedBwell cancer survivorship nutrition program: proof-of-concept pilot study

Primary Objective*

We recommend sixth grade reading level text given potential participants may not be familiar with scientific language.

The primary objective of the BfedBwell proof-of-concept pilot study is to assess the feasibility and acceptability of integrating the BfedBwell nutrition program into the 12-week BfitBwell cancer exercise program. We also aim to explore the effects of the BfedBwell + BfitBwell programs on adherence to cancer survivorship guidelines.

It is important that you use plain language for your title and to summarize the primary objective of the study. You should not use complex scientific language, abbreviations, or medical jargon. Please see the plain language resources provided on [slide 8](#).





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

8 Describe your study, and what is involved if a person decides to participate.

Using the Research Admin Tool, you can separate this information into different sections, making it more easily understood.

Description Fields*

We recommend sixth grade reading level text given potential participants may not be familiar with scientific language.

Description*

Cancer survivors who have completed active treatment within the last five years and who have BMI 25-45 kg/m2 will take part in a 12-week study of the BfedBwell survivorship nutrition program. BfedBwell includes group nutrition education and discussion, skills development sessions and cooking demonstrations, and 1:1 counseling with a dietitian. They will also take part in the BfitBwell cancer exercise program.

Main Procedures *(will display as part of Description)*

BfedBwell 12-week survivorship nutrition program

- Once weekly group education and discussion session (via Zoom)
- Once monthly cooking demonstration (in-person)

Procedure Duration *(will display as part of Description)*

~6 months

It is important that you use plain language to describe your study. You should not use complex scientific language, abbreviations, or medical jargon. Please see the plain language resources provided on [slide 8](#).





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

9 You will need to choose what category that best fits your study.

10 Your category image is based of the primary category listed above. You are also able to upload a different image, using the upload feature.

This image must be a high-quality image that represents the population, disease, condition, or topic being studied.

The screenshot shows the 'Categories*' section with a list of categories: Cancer (1), Nutrition and Metabolism (2), and Behaviors and Mental Health (3). Below this is the 'Category Image' section, which includes a green button 'Use Default Category Image', a blue button 'Choose a New Category Image', and an 'Upload new Image' section with 'Browse' and 'Cancel' buttons. A stock photo of an elderly woman holding a green apple is displayed on the right.





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

11 Enter the Principal Investigator's credentials here.

The Principal Investigator's photo should populate if they have a CUDoctors.com profile, if not, upload their professional headshot here.

12 Unlike with OnCore studies, you will need to provide the Primary Contact email address. This individual that will be contacted when interested people completed the webform.

The screenshot shows a webform with three main sections, each highlighted with a red box and a red arrow pointing from the left:

- Principal Investigator***: This section contains a text input field with the email address "emily.b.hill@cuanschutz.edu", a blue "Verify Email" button, a radio button selection for "Send recruitment emails to Principal Investigator?*" (with "No" selected), and a text input field containing the name "Emily Hill, PhD, RDN".
- Principal Investigator Photo**: This section includes a text input field with the placeholder "Upload a new Photo", a "Browse" button, and a red "Cancel" button. To the right is a professional headshot of a woman with the caption "Emily Hill, PhD, RDN".
- Primary Contact Email***: This section features a text input field with the email address "BfedBwell@cuanschutz.edu".





RESEARCH ADMIN TOOL: CREATING A STUDY WEBPAGE

13 Unlike OnCore studies, you will need to select the locations that the study will be conducted. This is any location that the participant may need to visit to complete study procedures or visits.

14 It is a great idea to provide the link to your study screener. Interested participant will be redirected to the study screener after they complete the participant contact and demographic web form.

The screenshot shows two sections of the Research Admin Tool interface. The first section, titled 'Locations', has a red box around its header and a red arrow pointing to it. Below the header is a dropdown menu labeled 'Select a Location...' and a list of three locations: 'Colorado Research Center' (ranked 1), 'CTRC-adult' (ranked 2), and 'CU Anschutz non-hospital research facilities' (ranked 3). The second section, titled 'Study Screener Link', also has a red box around its header and a red arrow pointing to it. Below the header is a text area with instructions and a text input field containing the URL: <https://redcap.ucdenver.edu/surveys/?s=3EC3EX4KFNEY793F>.





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

15 Unlike OnCore studies, you will need to select the locations that the study will be conducted. This is any location that the participant may need to visit to complete study procedures or visits.

16 It is a great idea to provide the link to your study screener. Interested participants will be redirected to the study screener after they complete the participant contact and demographic web form.

Locations

Drag and drop locations to change order. Drag location out of list to delete.

Select a Location... ▾

Colorado Research Center	1
CTRC-adult	2
CU Anschutz non-hospital research facilities	3

Study Screener Link

Please provide a link to your study specific screener. Usually this is a REDCap or Qualtrics survey or questionnaire. By providing this link, your potential participant will be redirected to complete your study screener after they participant contact and demographic information form.

<https://redcap.ucdenver.edu/surveys/?s=3EC3EX4KFNEY793F>





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

17 Please provide only the necessary inclusion and exclusion criteria. Do not include eligibility criteria that needs to be determined at a screening or baseline visit that the potential participant will not know themselves. Instead include a sentence, such as “There are additional eligibility criteria that need to be determined at a screening visit by healthcare professional. This will be reviewed with you during the informed consent process.”

18 It is a great idea to let the potential individual know how they will be compensated for their time. Additionally, you can put links to any other websites in this section.

Additional Fields

Consider adding other helpful IRB-approved links, such as a study-specific Facebook page or website. Compensation amounts may be listed for studies involving healthy subjects only. For all other studies, please either list "compensation provided" or "compensation not provided".

18 to 75 years

Eligibility

B I U x₂ x^{*} /_x Ω | = : = | = | ” ”

\$445

Travel Compensation

Facebook Link

Twitter Link

Anschutz Health and Wellnes: <https://news.cuanschutz.edu/>





RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

19 In this section, you can upload your IRB-approved study flyer. This is nice to include as people might like to see the information conveyed in a different format.

20 Review the information that you submitted and make sure that there are no spelling or grammar errors.

Additionally, make sure that you are using plain language, and information is at or below a 6th grade reading level.

Check that all required sections, indicated by an asterisk, are completed.

If your study webpage is complete, then hit the submit button.

The screenshot displays a web form with two main sections. The top section is titled "Additional File" and contains the text "Consider adding other helpful IRB-approved materials, such as a study flyers or brochures." Below this text is a file upload interface with a "Choose File" button, a "Browse" button, and a "Cancel" button. The bottom section is titled "By submitting, I am attesting that the following are true:" and contains a bulleted list of five statements. At the bottom right of the form, there are two buttons: a green "Submit" button and a blue "Cancel" button. Red arrows point from the text in the left column to the "Additional File" header and the "Submit" button.

Additional File

Consider adding other helpful IRB-approved materials, such as a study flyers or brochures.

Choose File Browse Cancel

By submitting, I am attesting that the following are true:

- These changes are in compliance with the IRB policy.
- The content does not state or imply a certainty of favorable outcome or other benefits beyond what is in the consent document and protocol.
- The content does not make claims, either explicitly or implicitly, that the investigational treatment is safe or effective.
- The content does not use terms such as "new treatment", "new medication", or "new drug", without explaining that the treatment offered is investigational.
- The content does not include an exculpatory language whereby the sponsor or investigator appears to waive subjects' rights to payment for research related injuries.
- The content does not describe risks and benefits.

Submit Cancel





REVIEW AND APPROVAL PROCESS



RESEARCH STUDIES WEBSITE: REVIEW AND APPROVAL PROCESS

The study webpage will be reviewed by the Clinical Research Recruitment Team.

During the review process we are evaluating your study webpage for the following criteria:

- ✓ All required sections are complete.
- ✓ There are no spelling and grammar mistakes.
- ✓ Complete sentences are used.
- ✓ The information is summarized using plain language and it is at or below the 6th grade reading level.
- ✓ All medical or study procedures are explained in a clear and understandable way.

Your study webpage will not be approved until all the requirements above are met.



Clinical Research Recruitment Program

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THANK YOU

For more information, check out our website at
research.cuanschutz.edu/cros/recruitment

The Clinical Research Recruitment Program is partially funded by
the [Colorado Clinical and Translational Sciences Institute \(CCTSI\)](#)
through NIH/NCATS grant UM1TR004399.



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Office of the Vice Chancellor for Research
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Colorado Clinical and Translational
Sciences Institute (CCTSI)
UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS