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

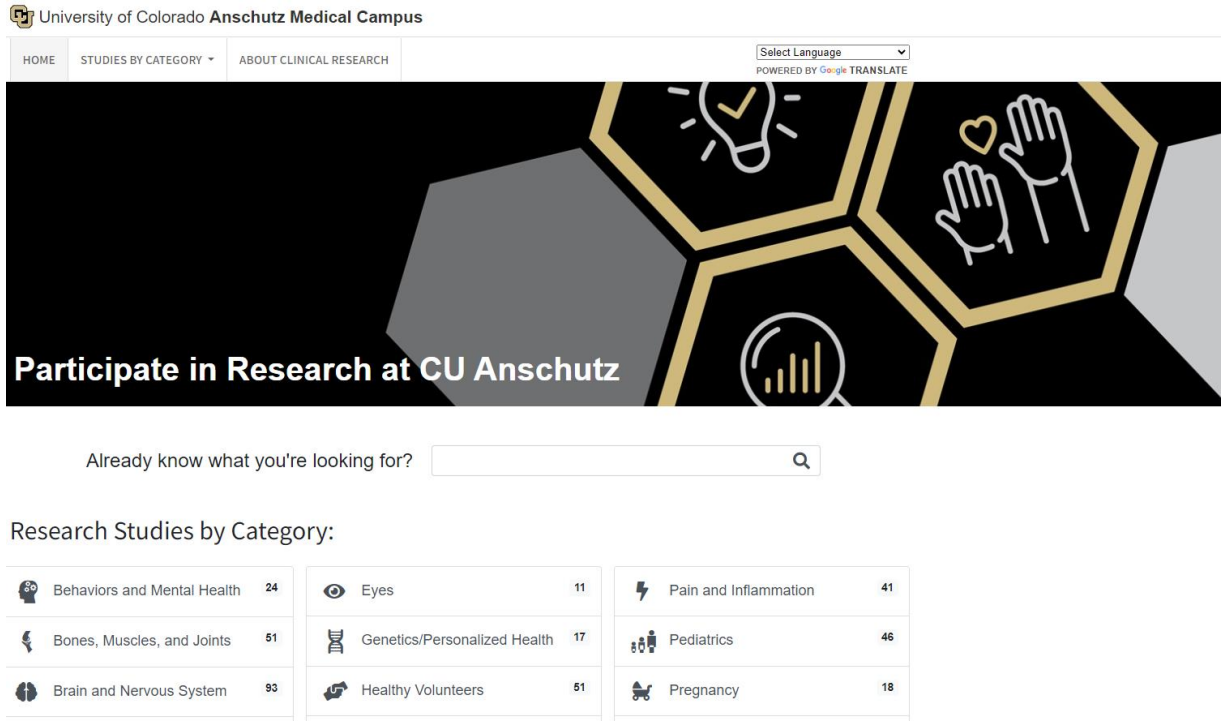
HOW TO USE THE RESEARCH ADMIN TOOL?
To customize your OnCore study webpage

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

WHAT IS THE RESEARCH STUDIES WEBSITE?

A LITTLE BACKGROUND



- 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.

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

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.

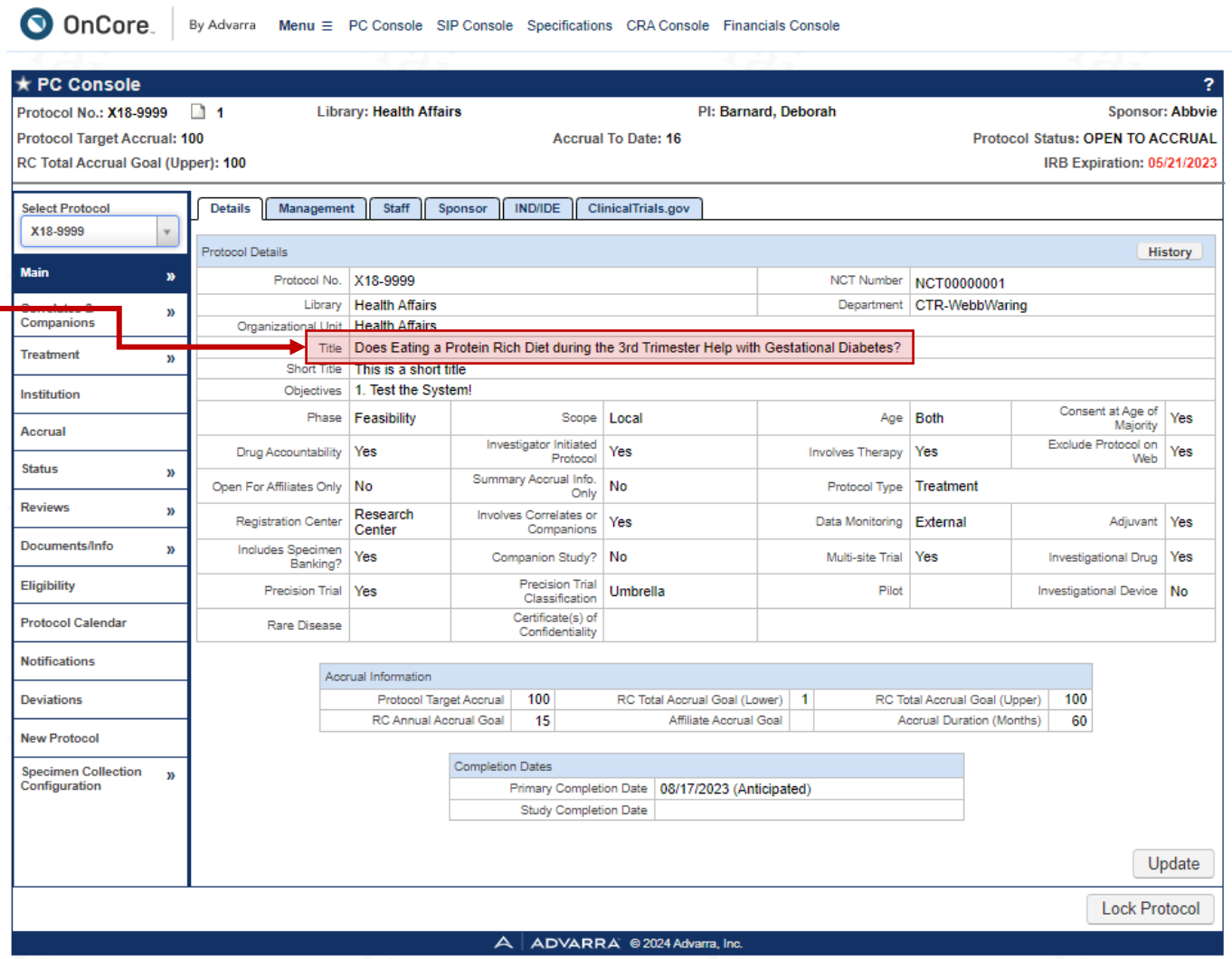
MINIMUM DATA REQUIREMENT

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



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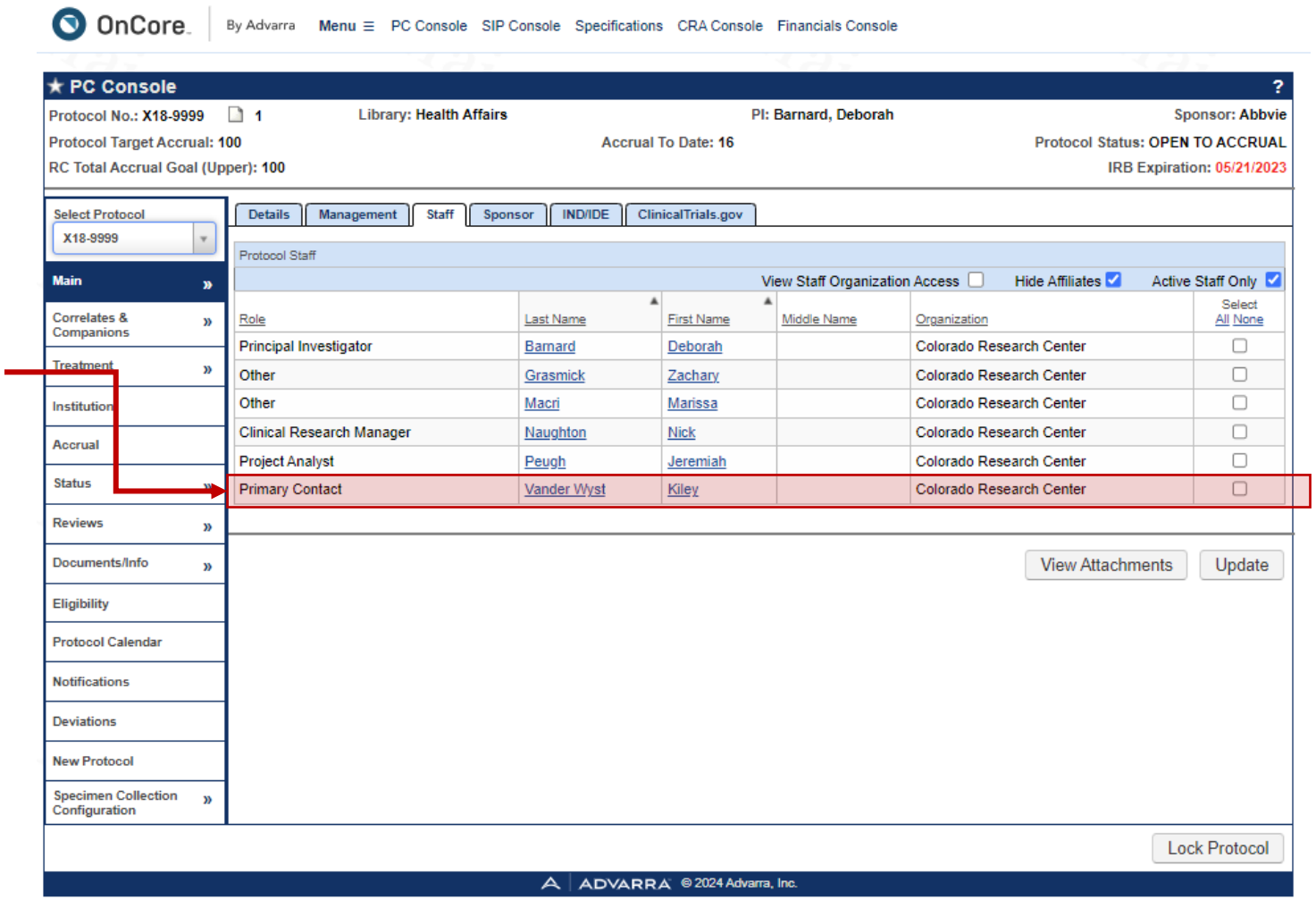

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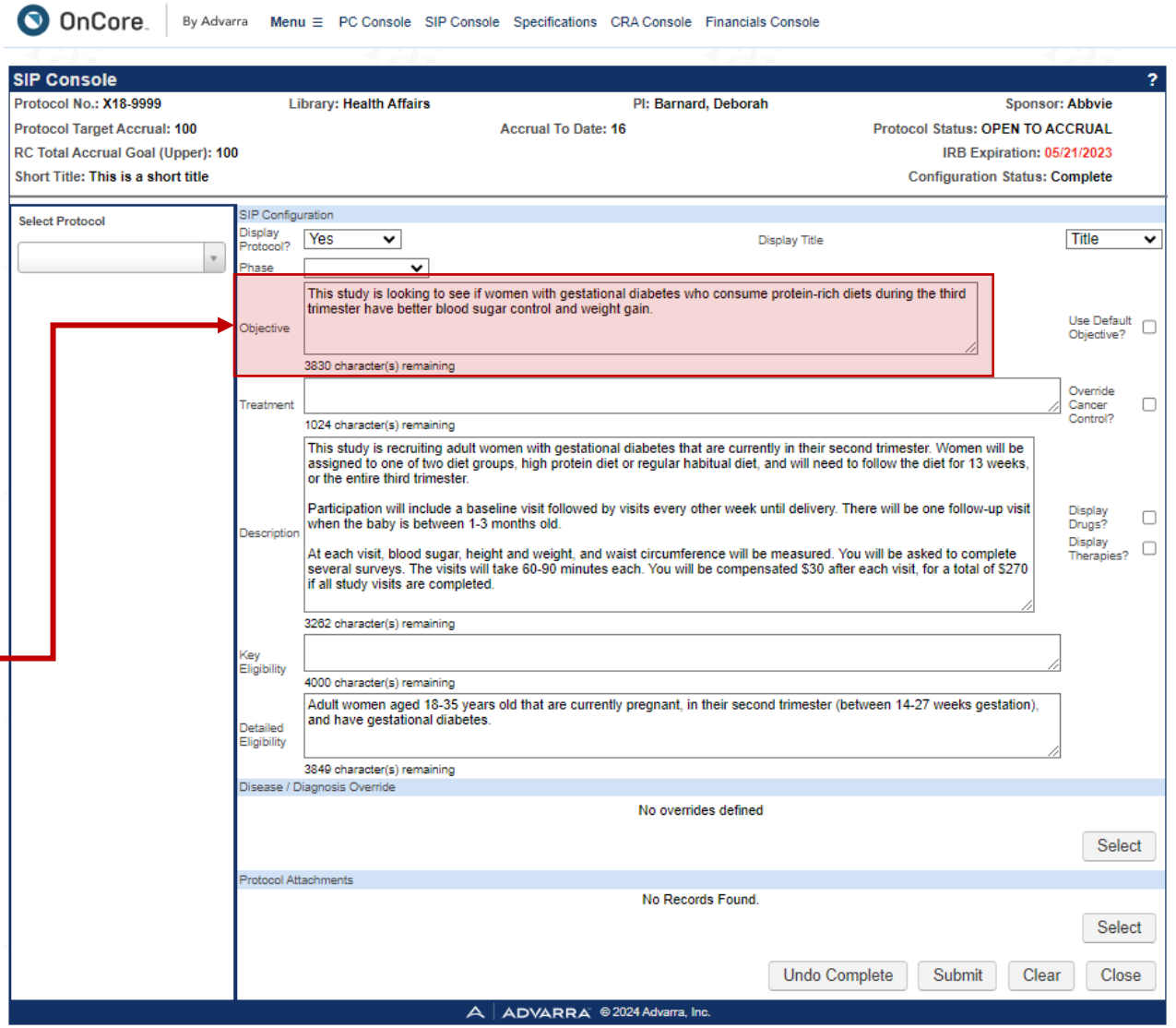

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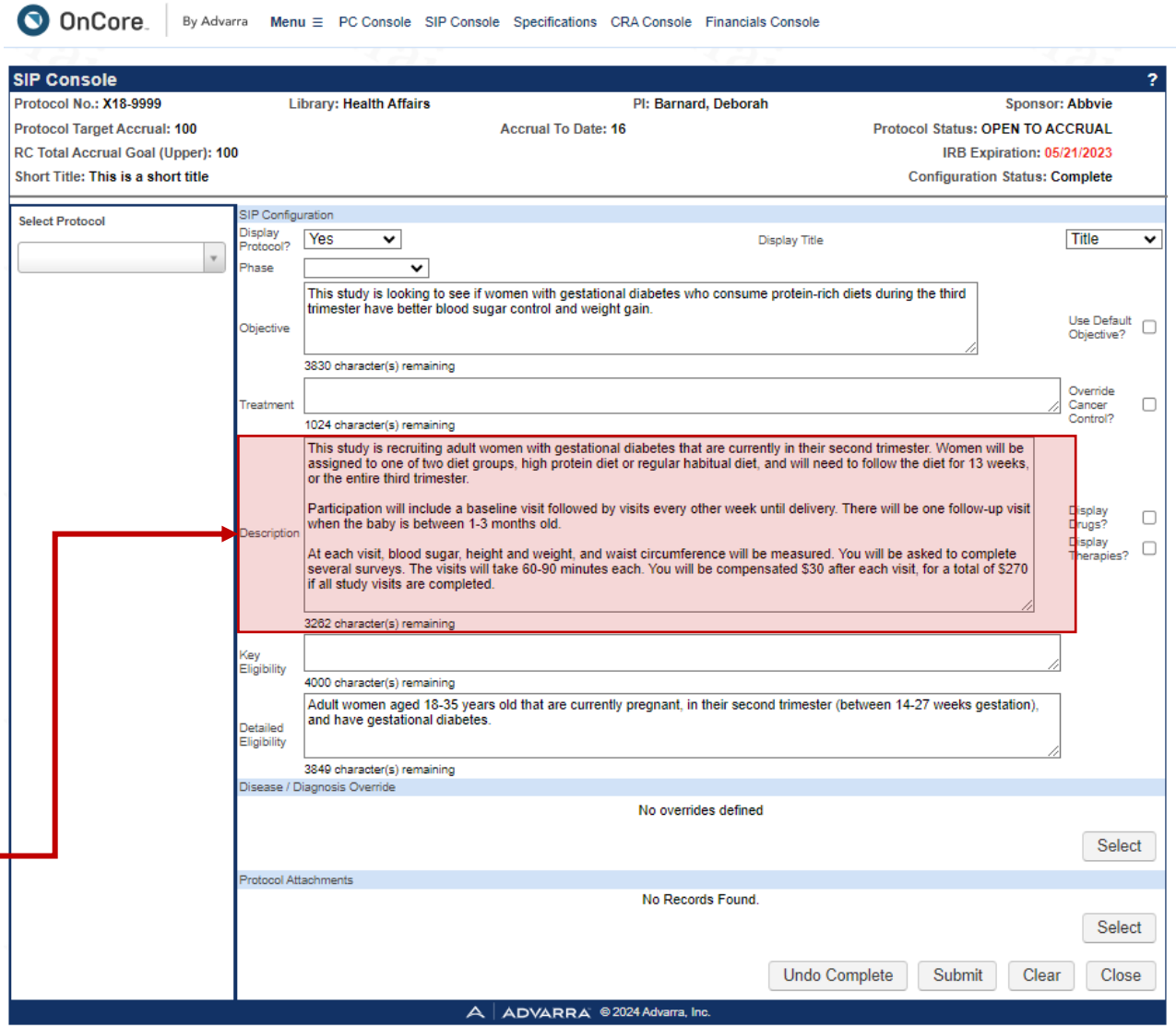

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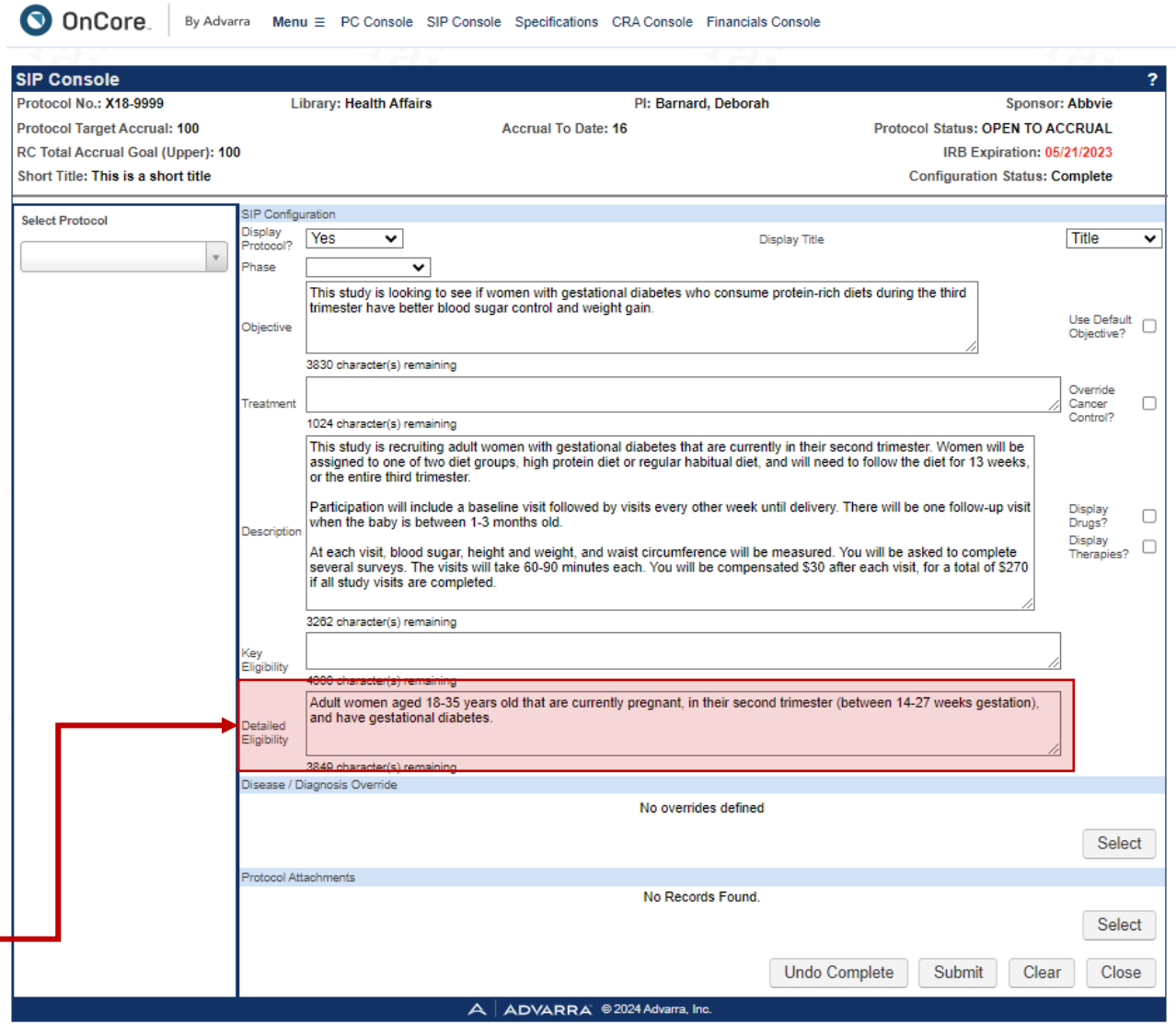


OTHER REQUIREMENTS: LANGUAGE REQUIREMENTS

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?

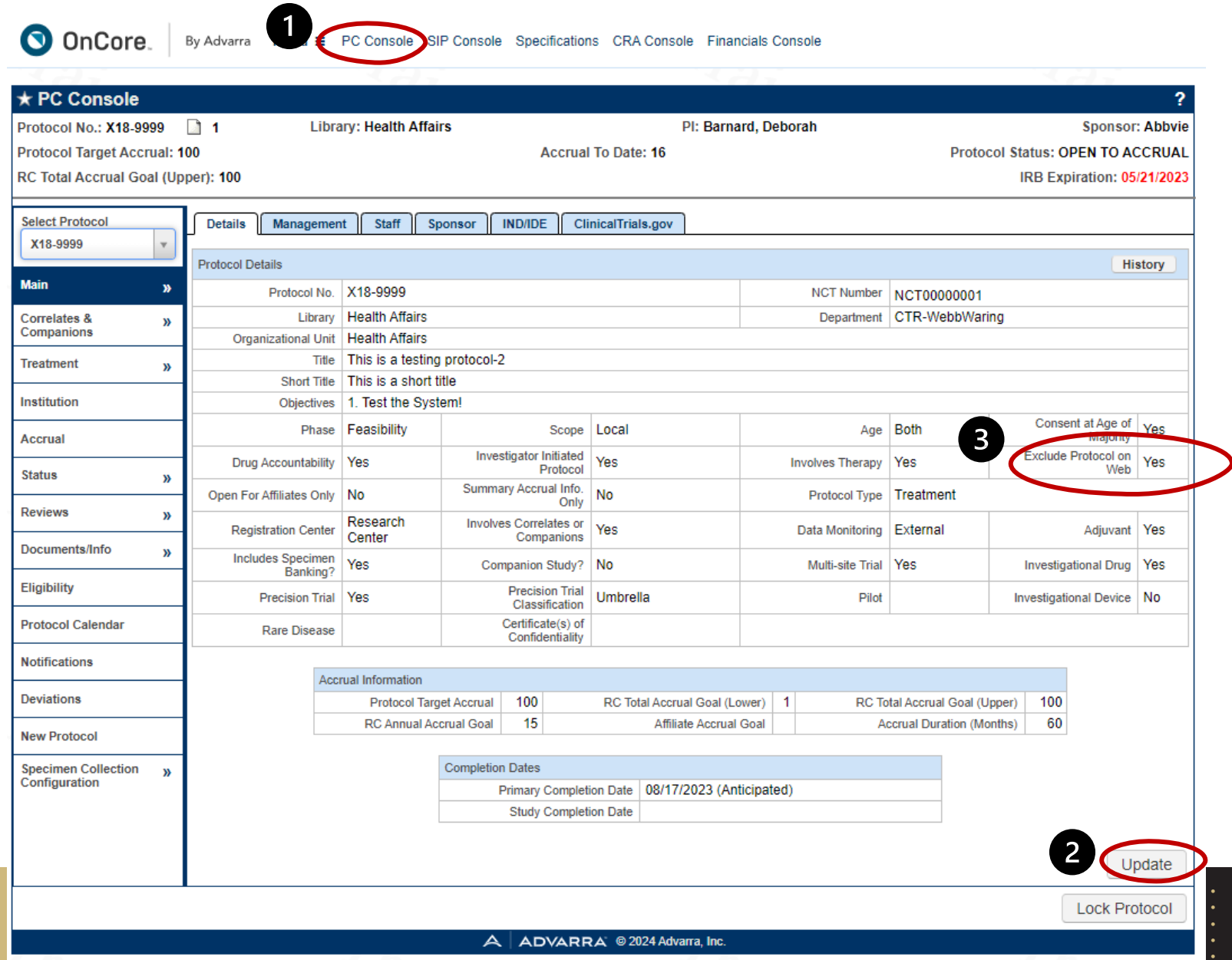
1. **PC Console > Main > Details: “Exclude Protocol on Web”.**
2. **SIP Console > Select Configure Tab > Display Protocol?**

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.

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

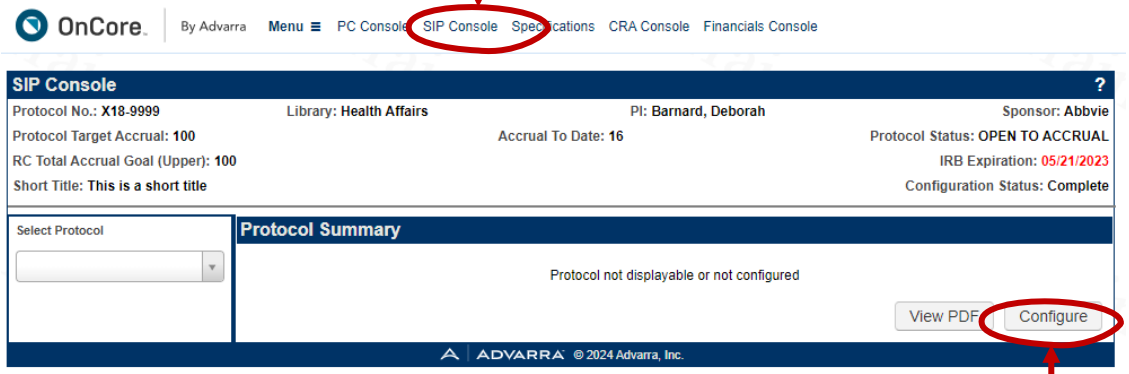


OPT OUT OF THE RESEARCH STUDIES WEBSITE: SIP CONSOLE

SIP Console > Select Configure Tab > Display Protocol?

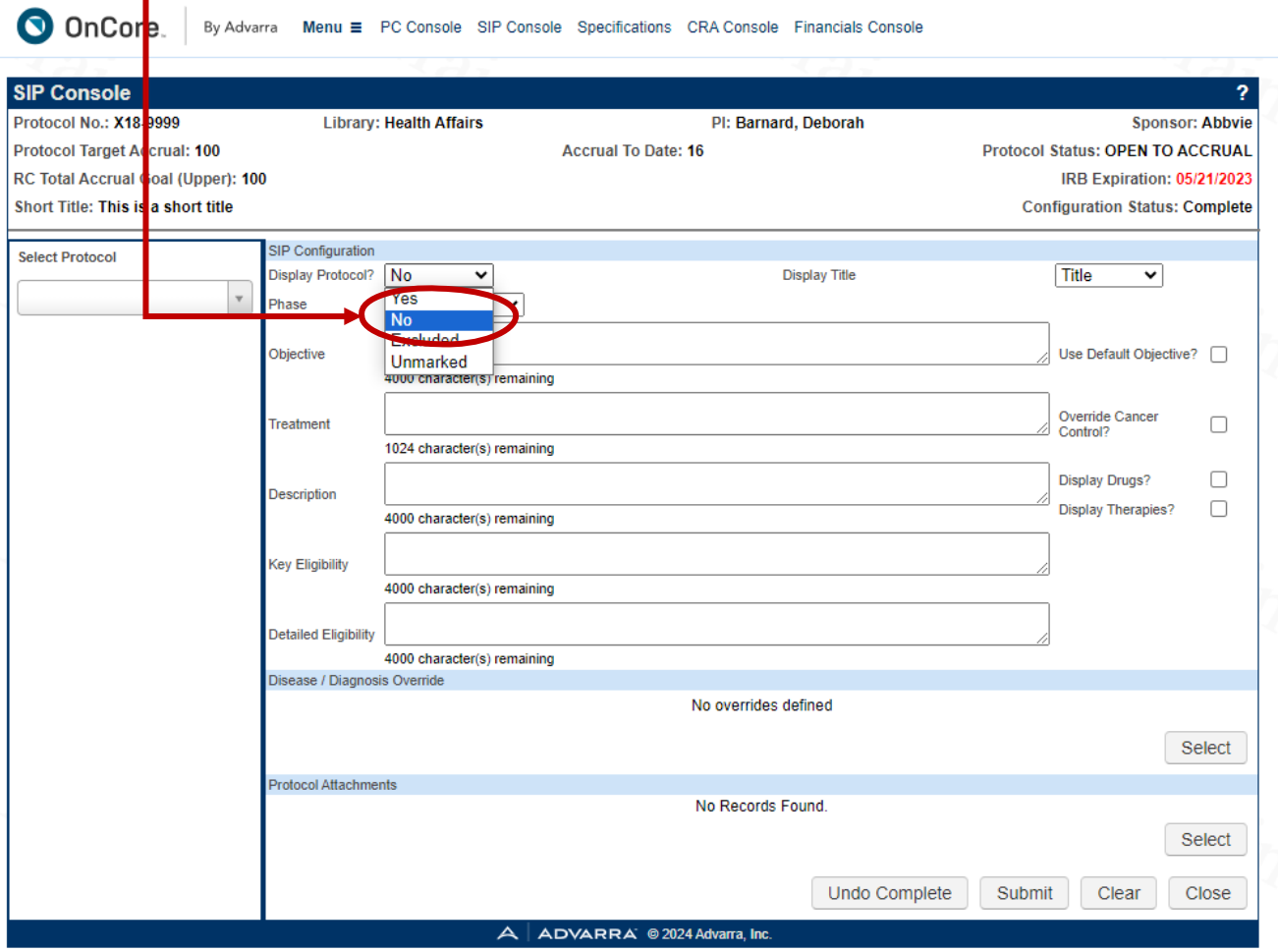
- If you do not want your study to be on the Research Studies Website, select 'No' from the dropdown menu.

1. Navigate to the SIP Console



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

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

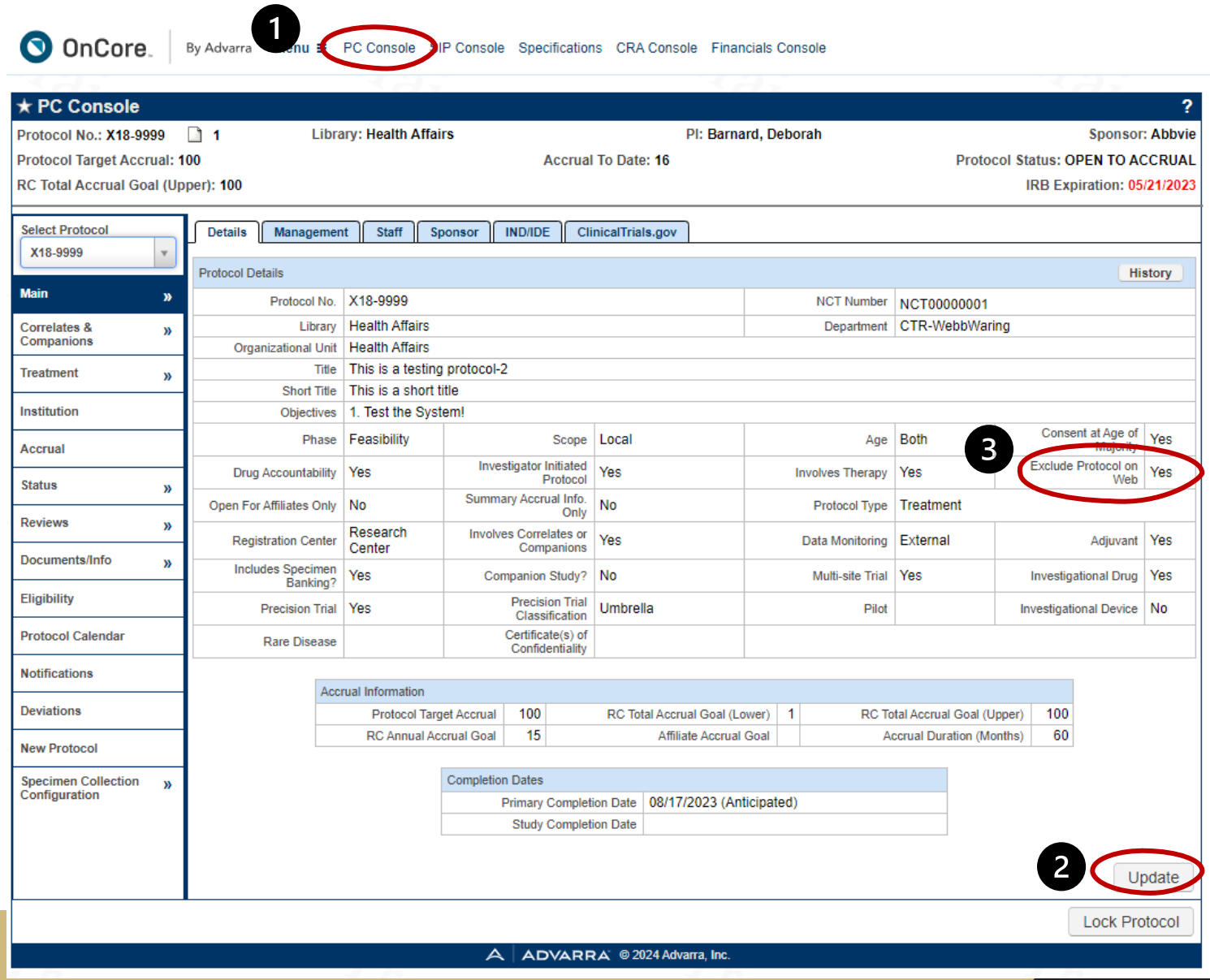


OPT IN OF THE RESEARCH STUDIES WEBSITE: PC CONSOLE

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.

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

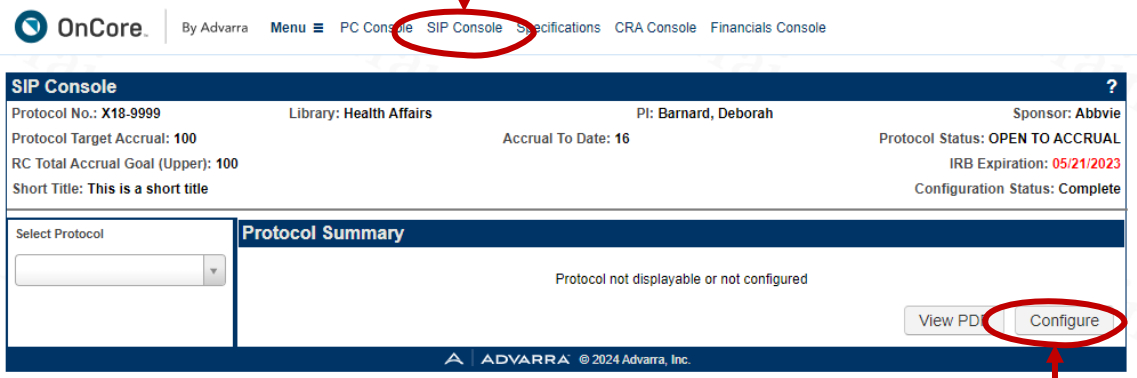


OPT IN OF THE RESEARCH STUDIES WEBSITE: SIP CONSOLE

SIP Console > Select Configure Tab > Display Protocol?

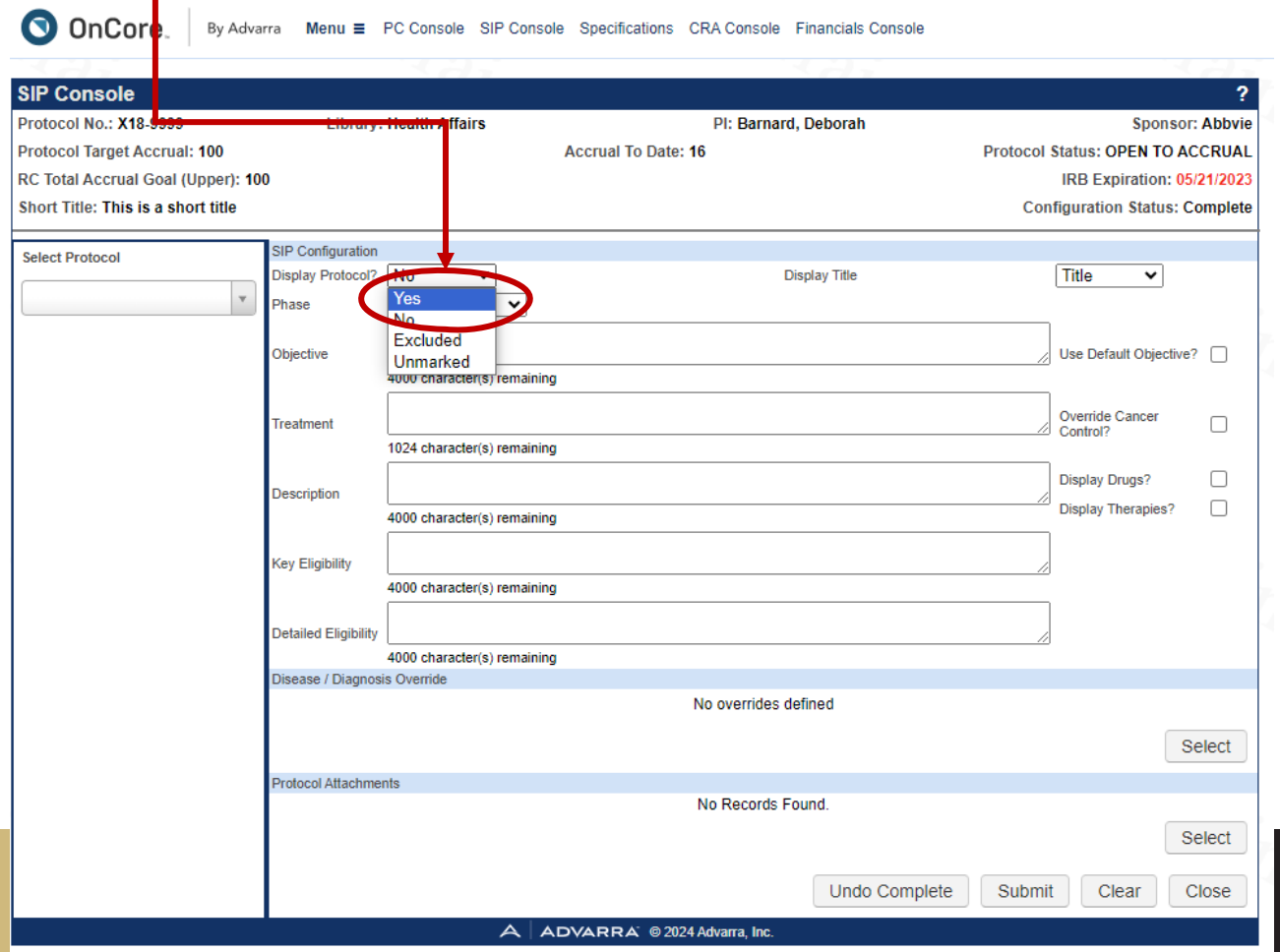
- If you want your study to be on the Research Studies Website, select 'Yes' from the dropdown menu.

1 Navigate to the SIP Console



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

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



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

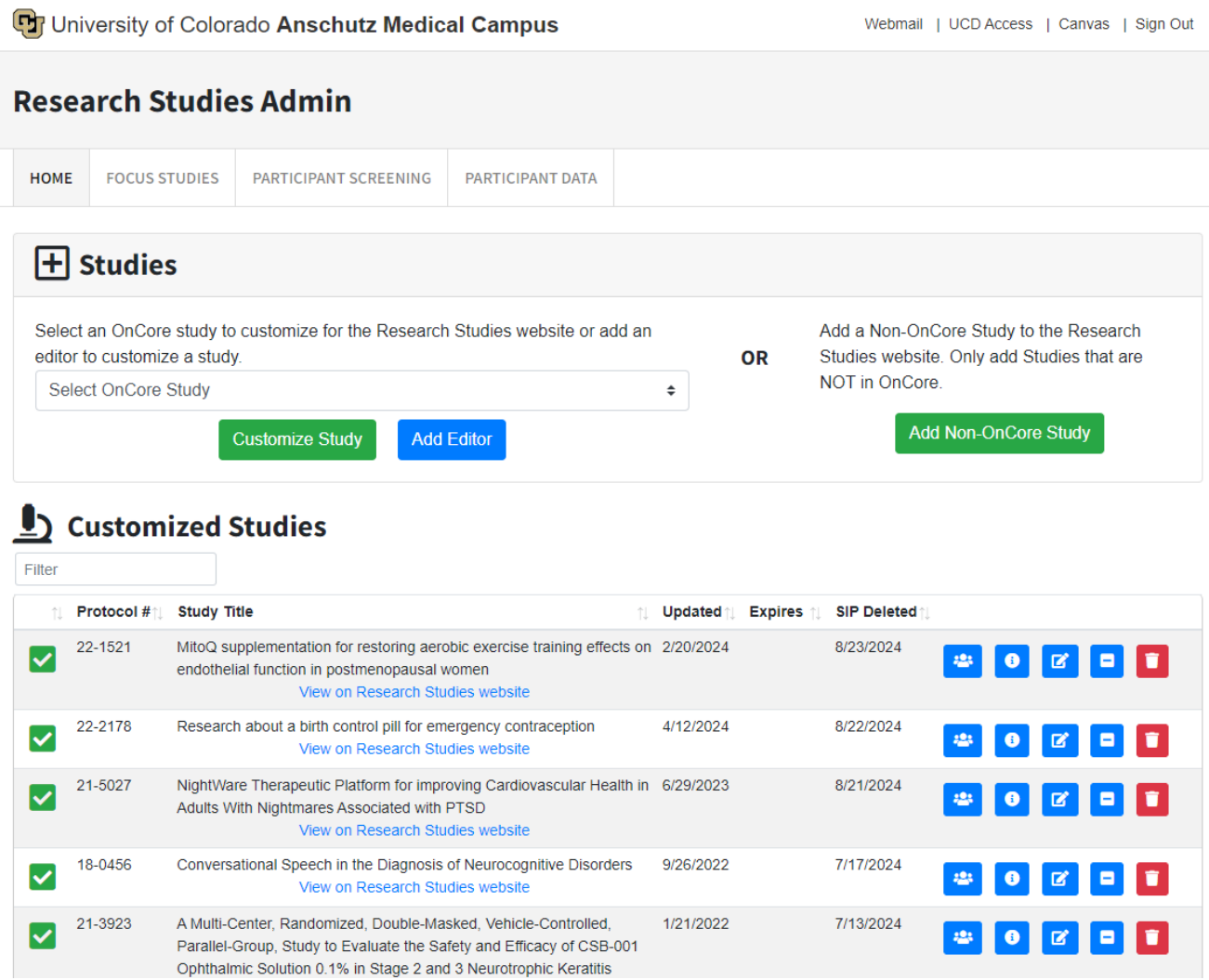
RESEARCH ADMIN TOOL: ACCESS

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

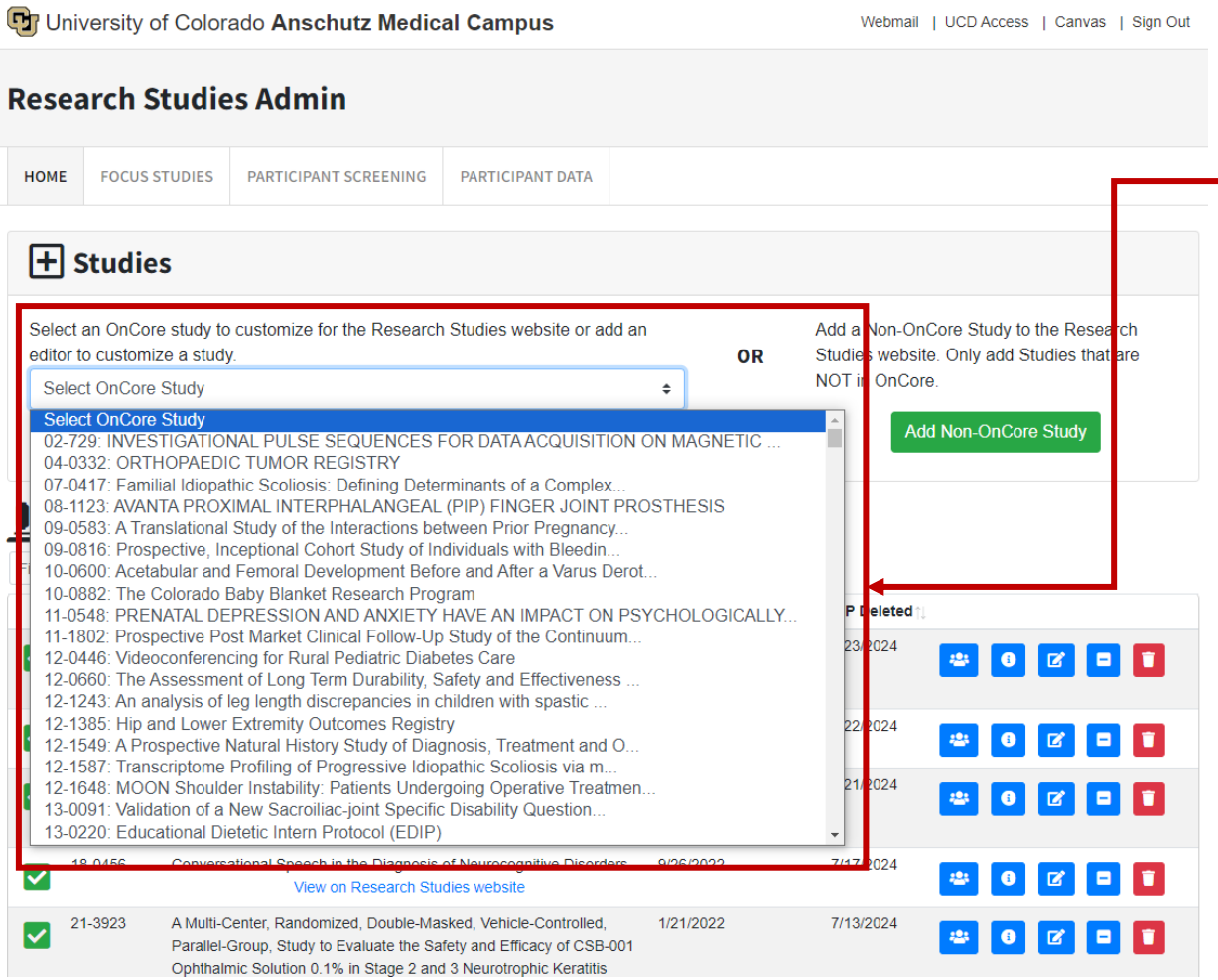
   Note: you must be logged into VPN to access the Research Admin Tool.

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.



RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY



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.

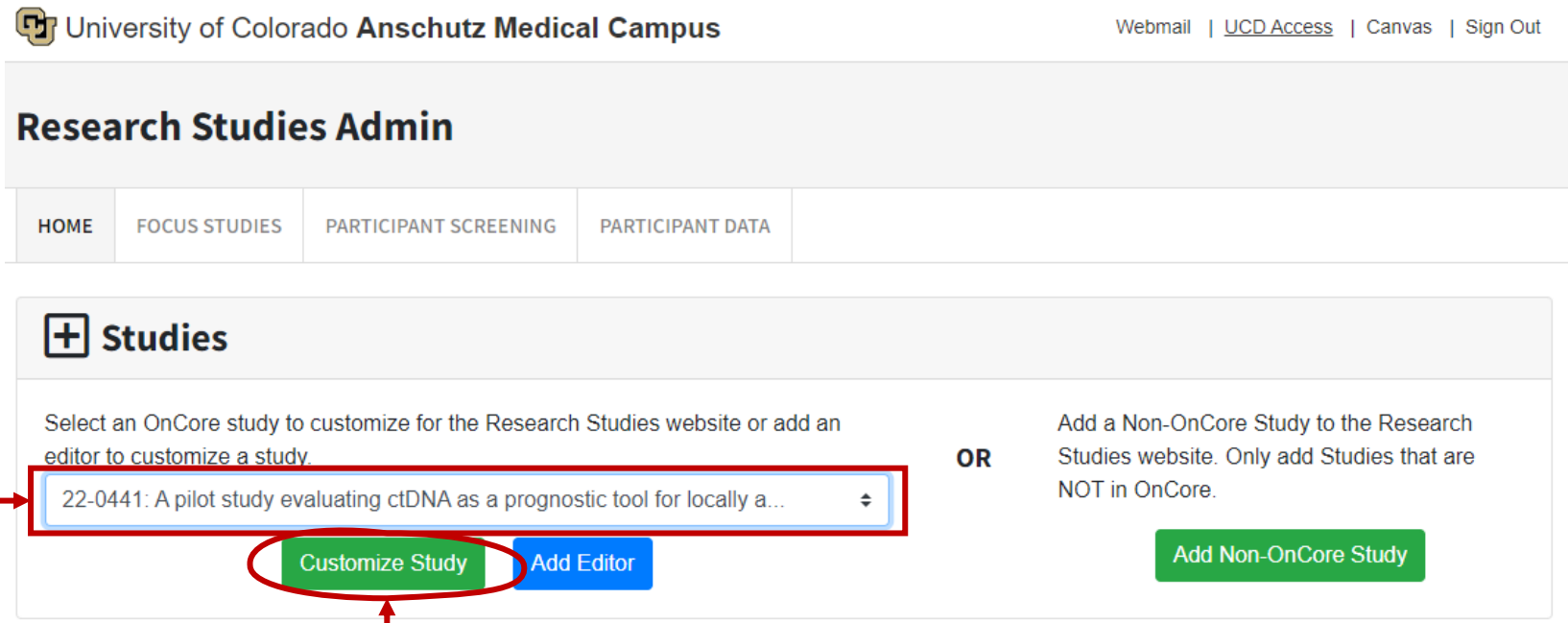
IMPORTANT

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

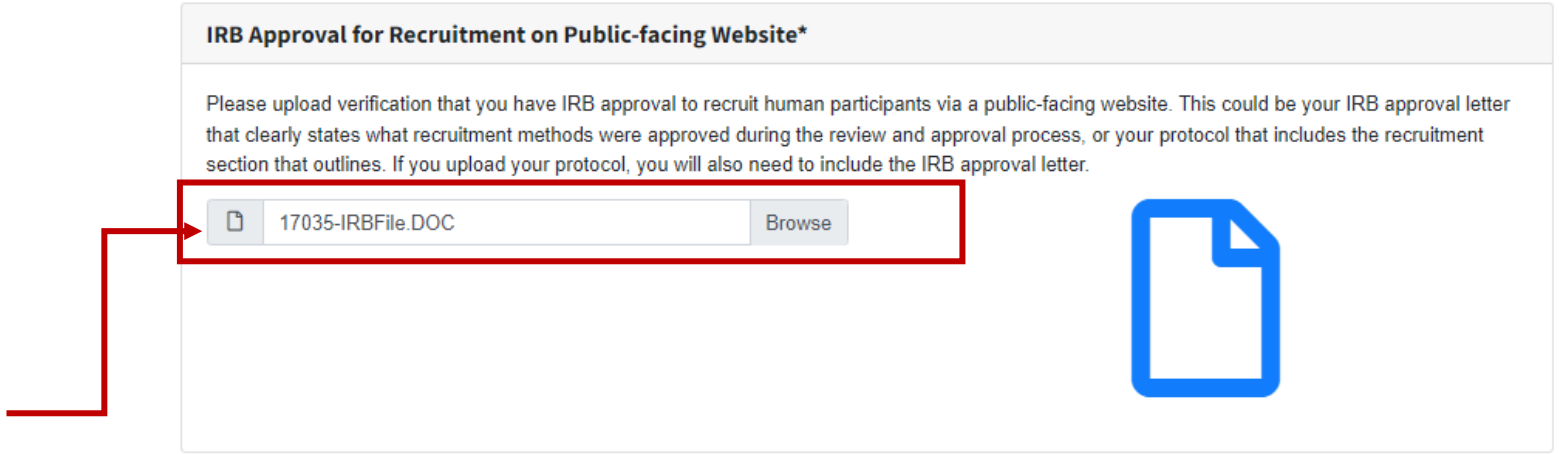
2 Once you find the study that you wish to customize, select it from the dropdown menu, it will now appear as the selected study.



2 Click the ‘Customize Study’ button.

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.



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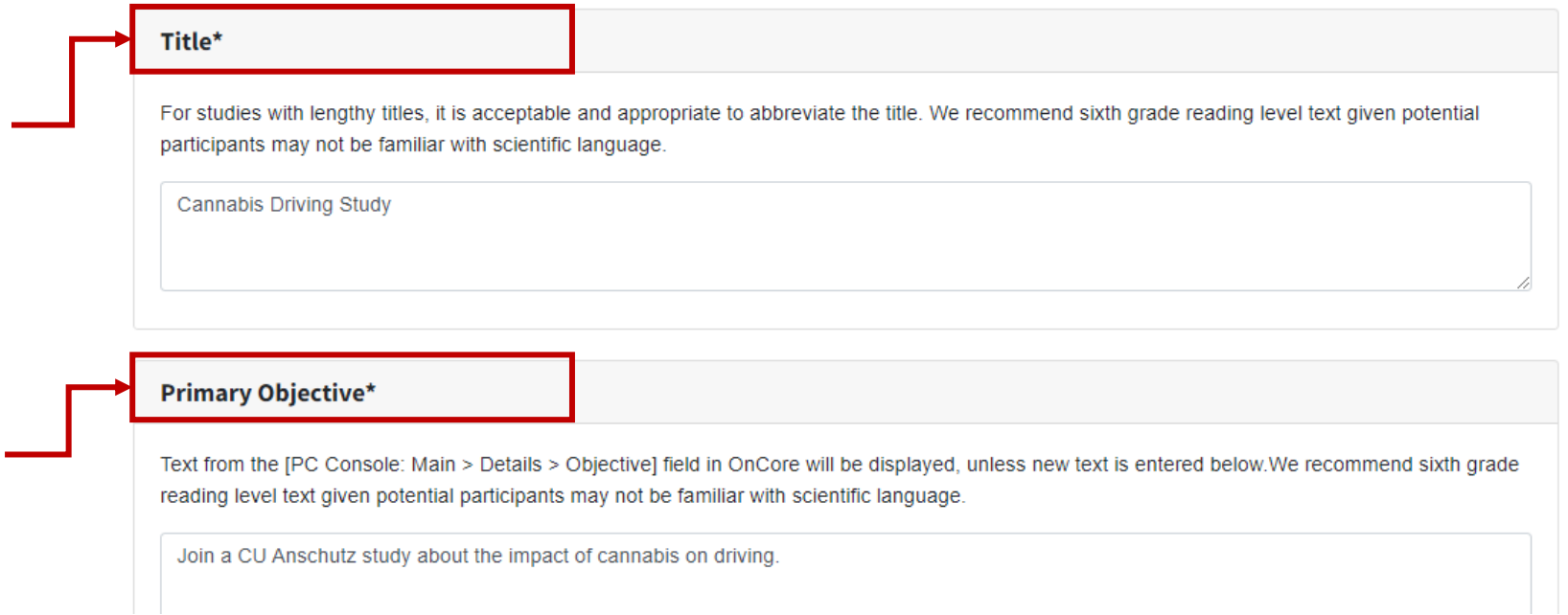
RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

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.

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.



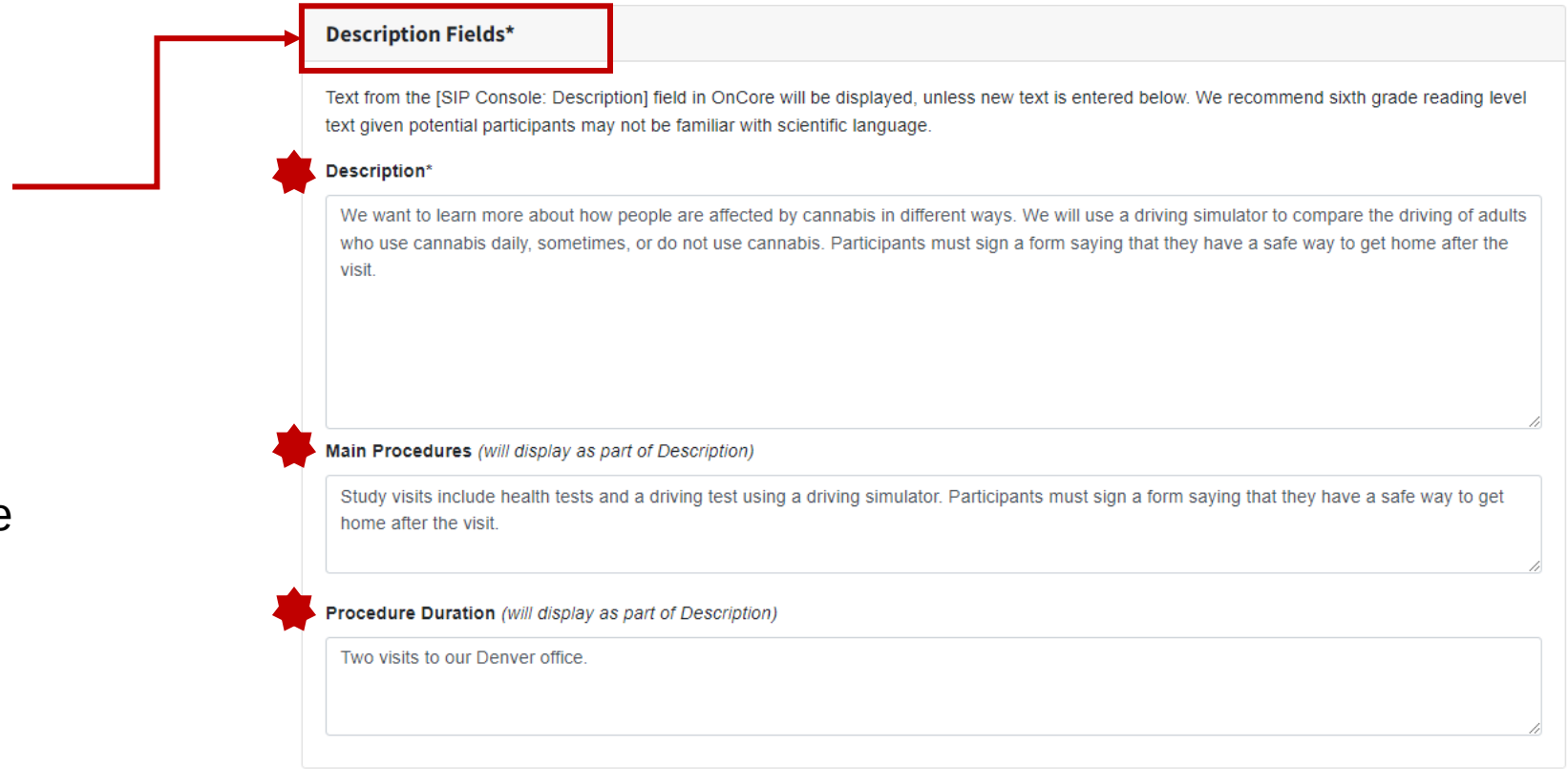
It is important that you use plain language for your title and to summarize the primary objective of the study. You should not use complex scientific language, abbreviations, or medical jargon. Please see the plain language resources provided on slide 8.

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.



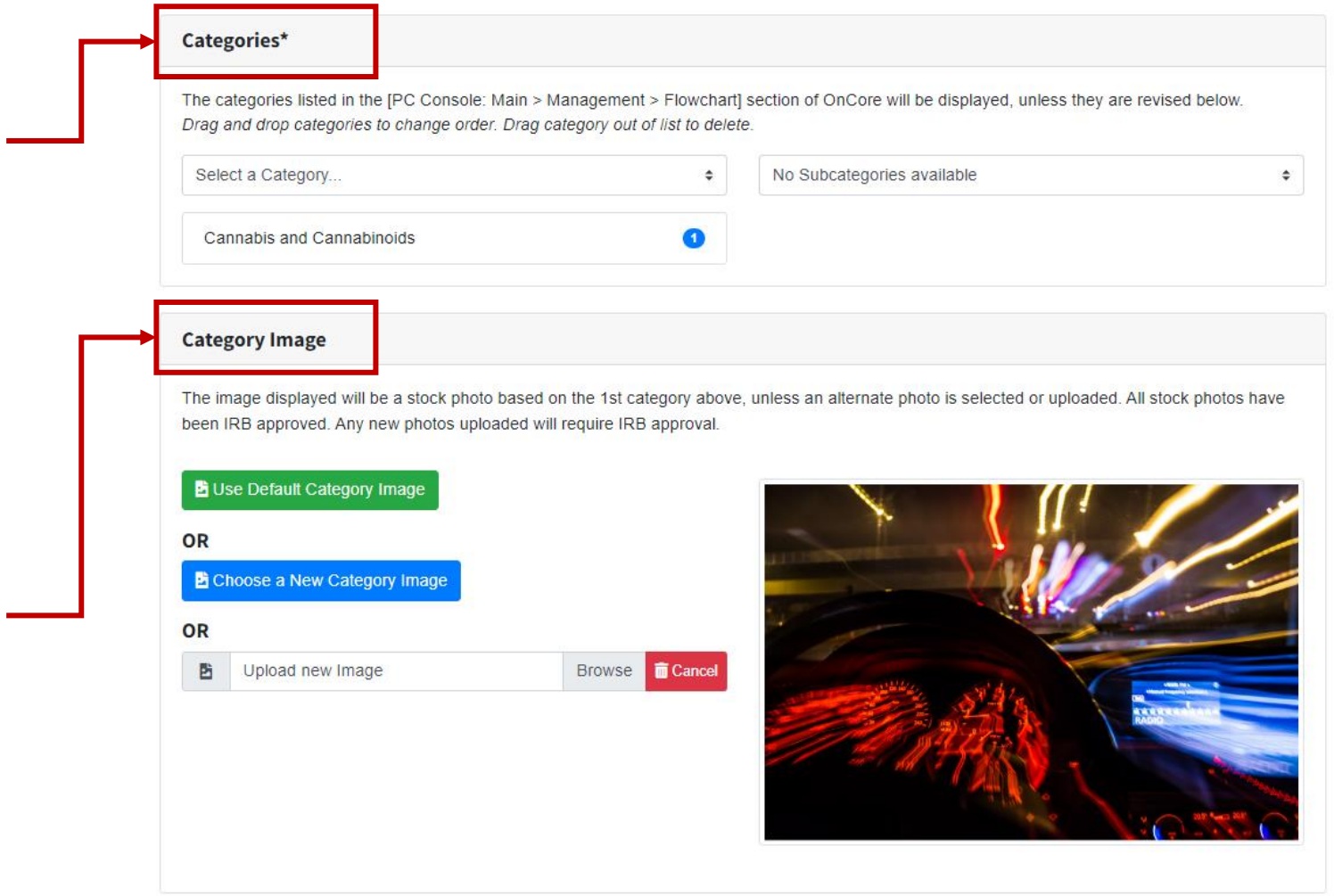
It is important that you use plain language to describe your study. You should not use complex scientific language, abbreviations, or medical jargon. Please see the plain language resources provided on slide 8.

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.

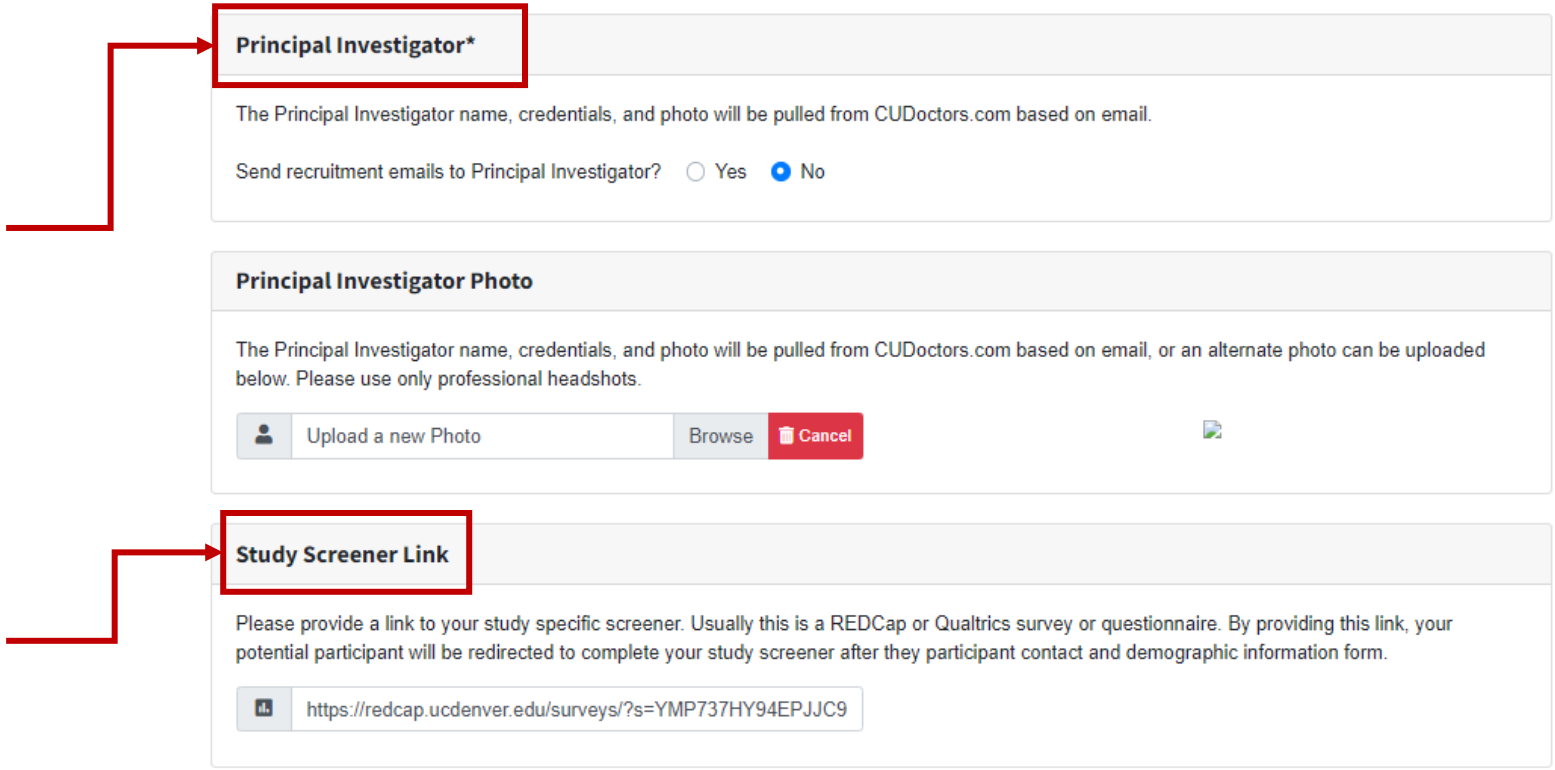
This image must be a high-quality image that represents the population, disease, condition, or topic being studied.



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.

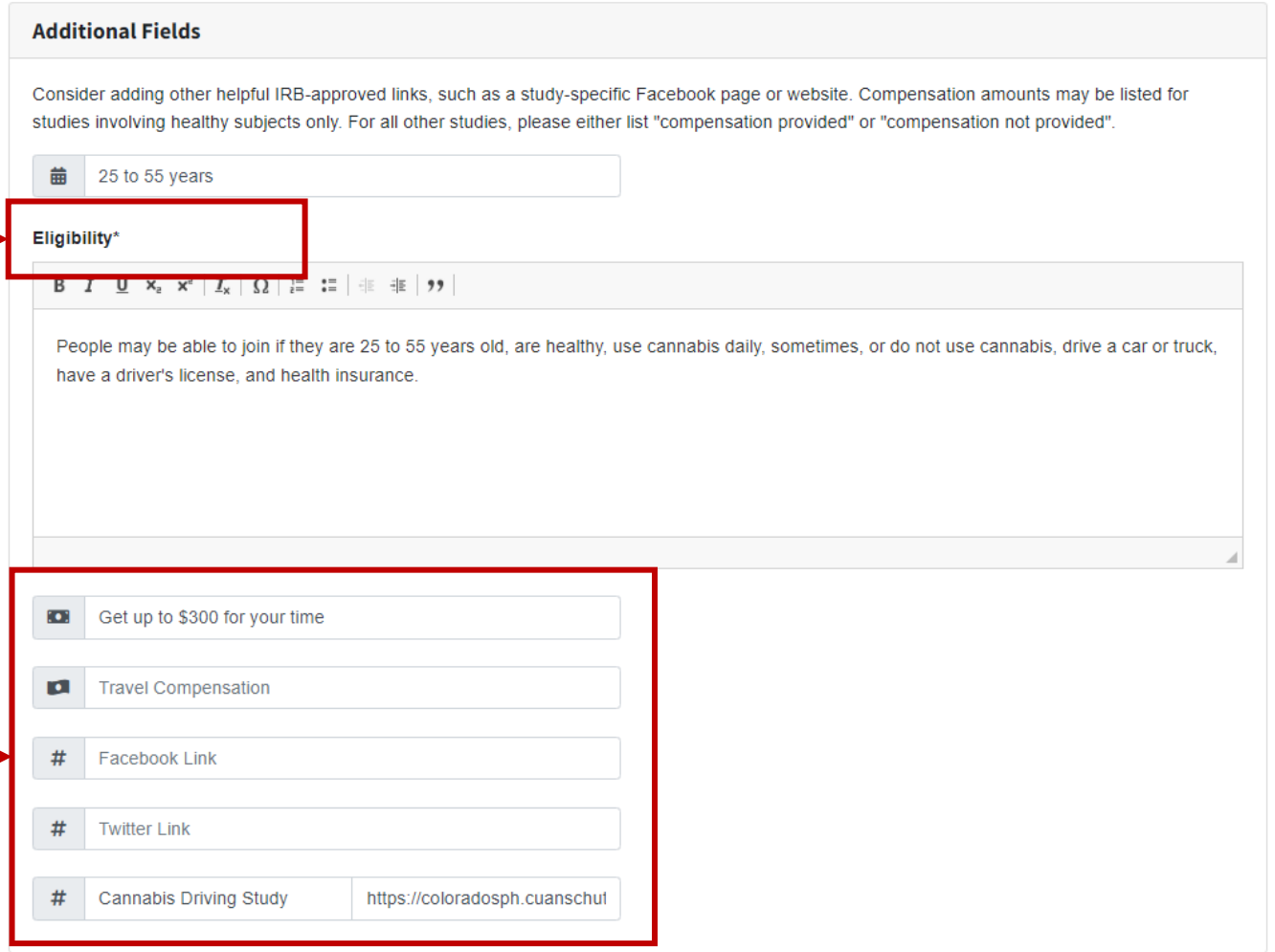
10 It is a great idea to provide the link to your study screener. Interested participant will be redirected to the study screener after they complete the participant contact and demographic web form.



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.



RESEARCH ADMIN TOOL: CUSTOMIZING AN ONCORE STUDY

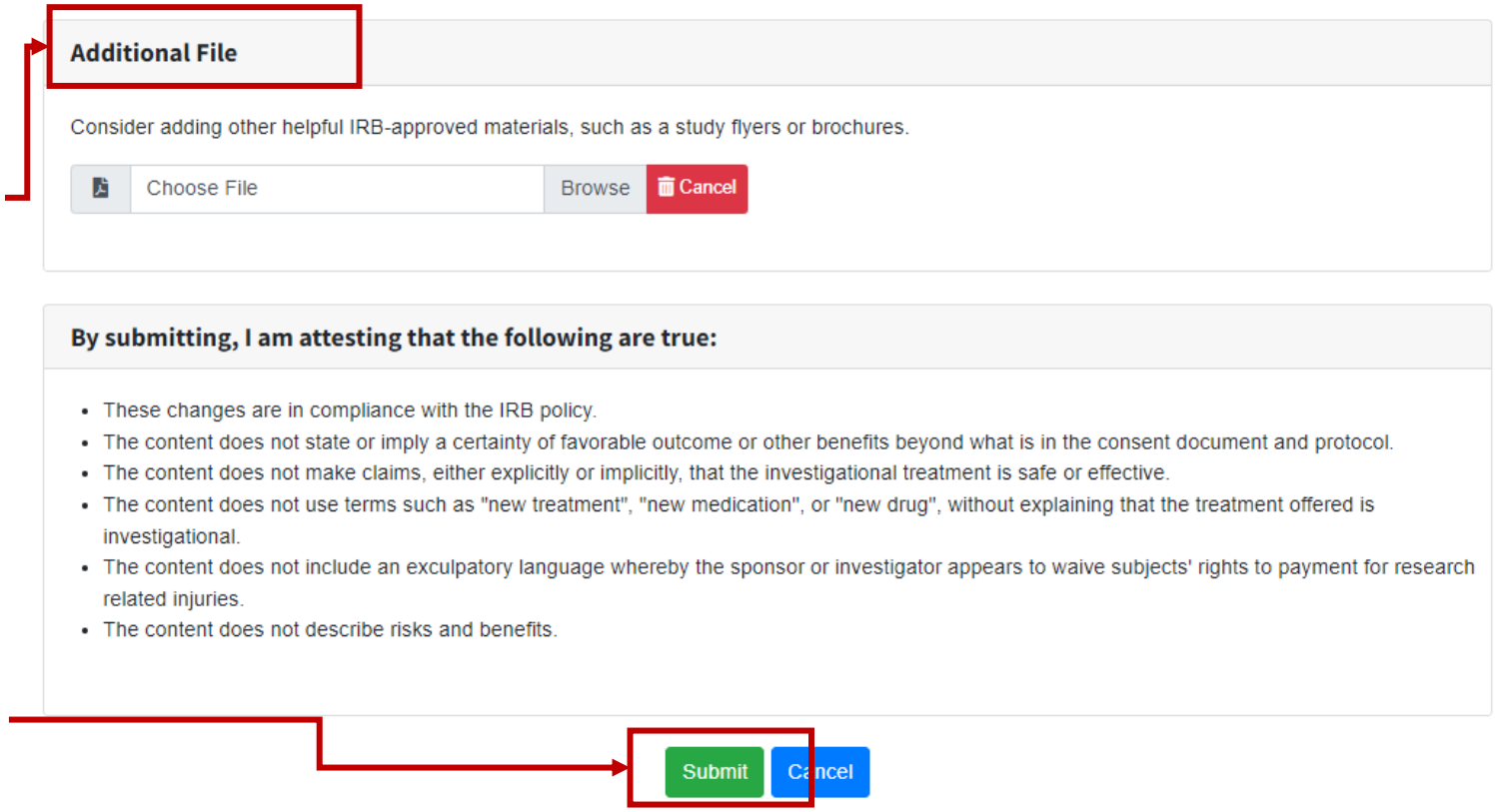
13 In this section, you can upload your IRB-approved study flyer. This is nice to include as people might like to see the information conveyed in a different format.

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.



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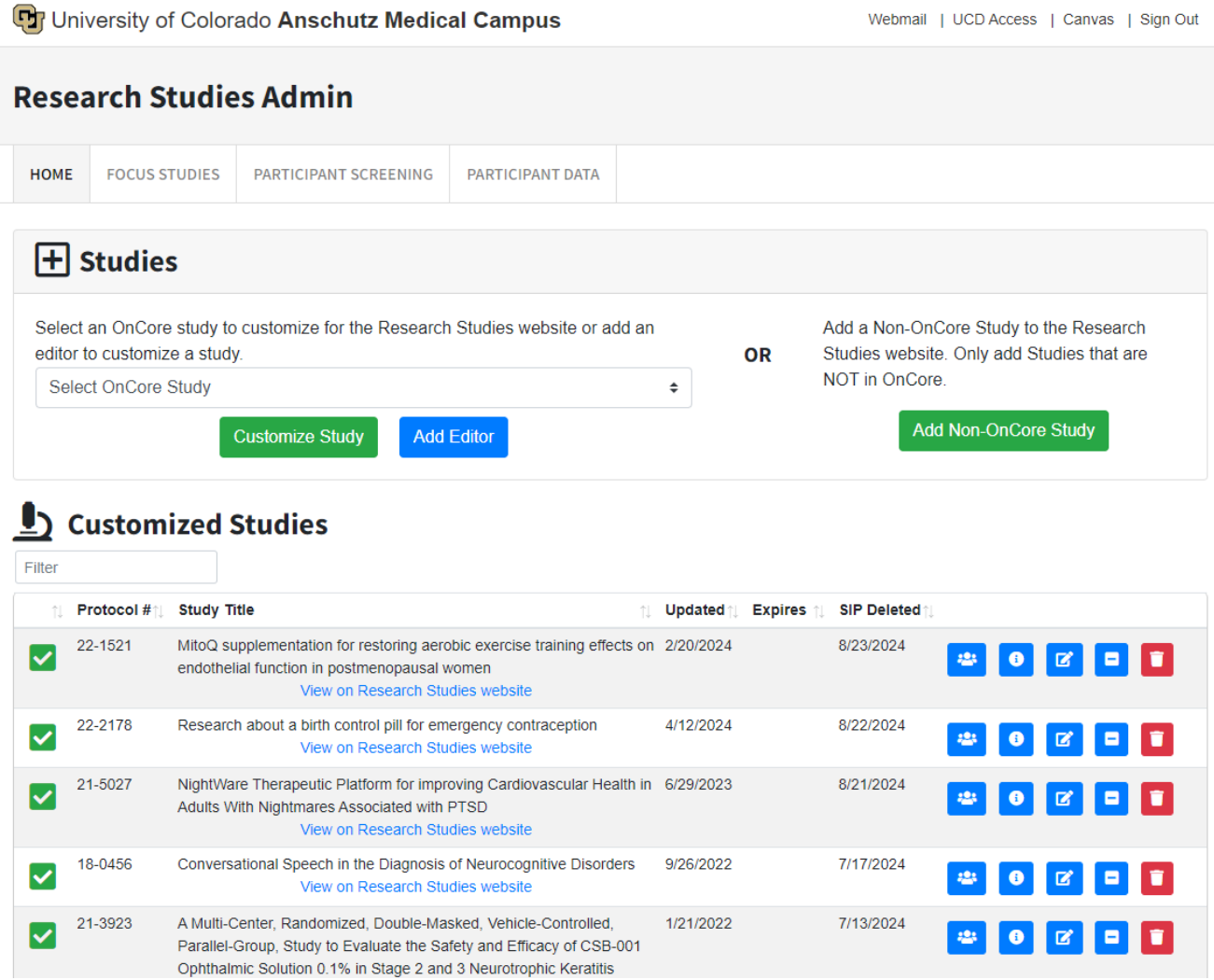

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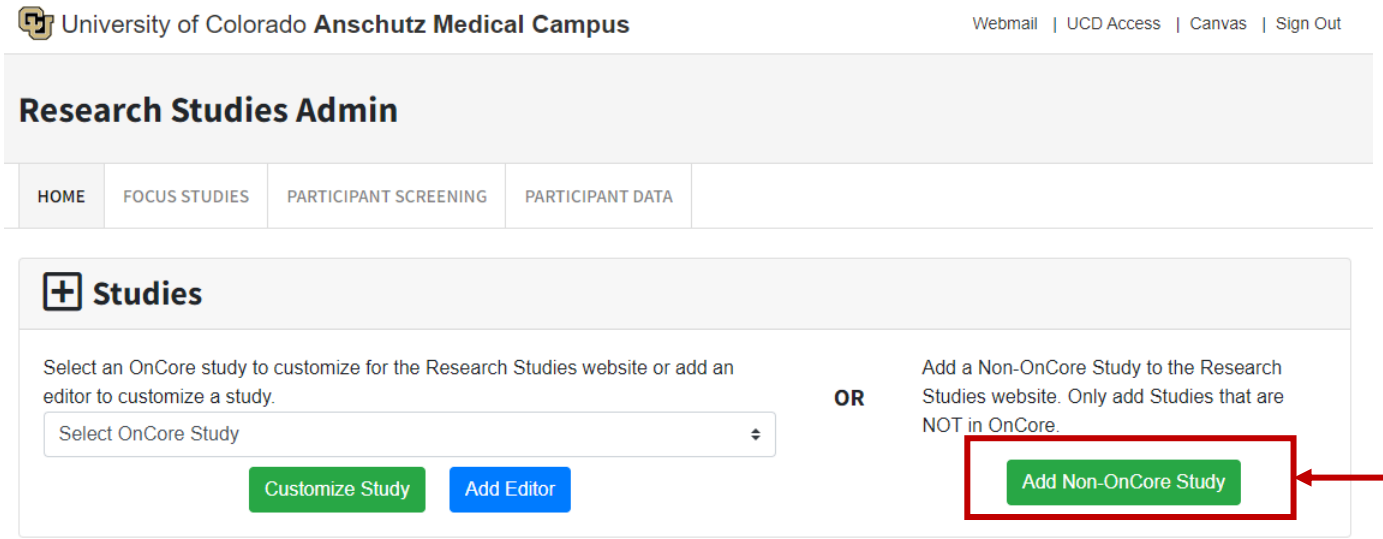
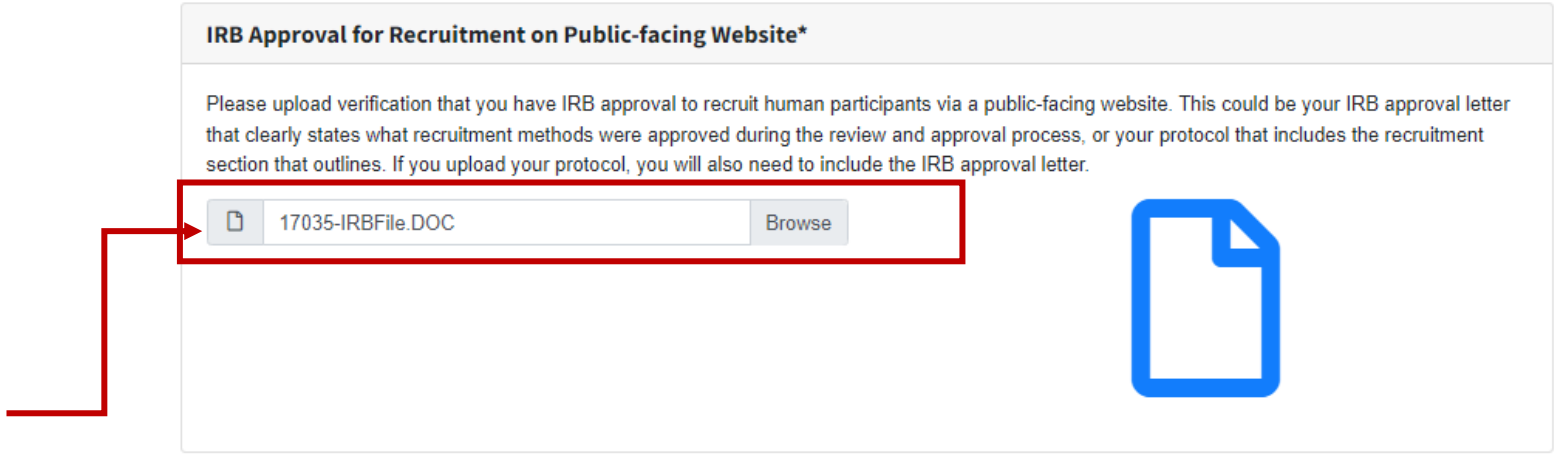


3 If you are using this tool to create a study webpage for a study that is not in OnCore, then you will need to click the 'Add Non-Oncore Study' button.

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.



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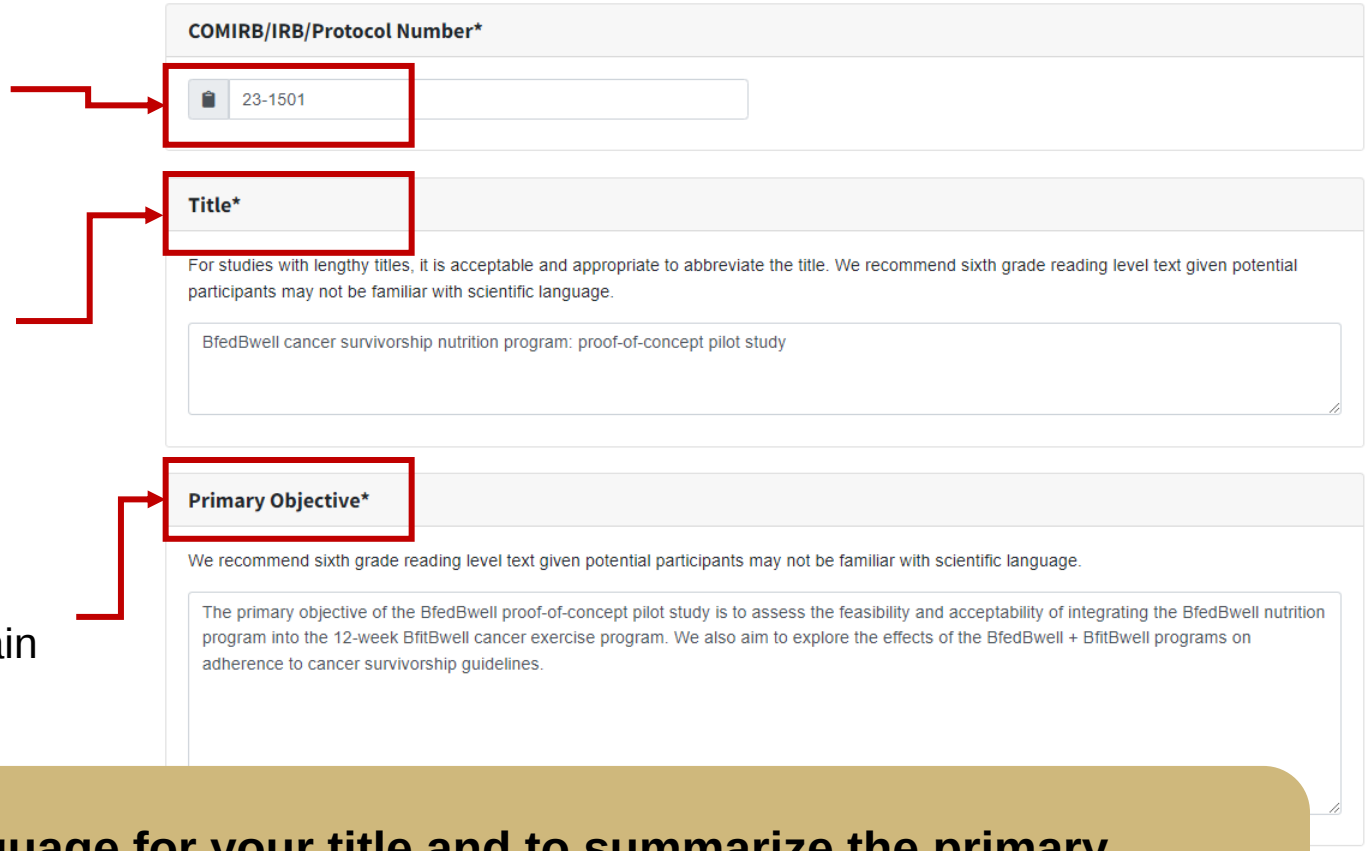
RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

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.



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RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

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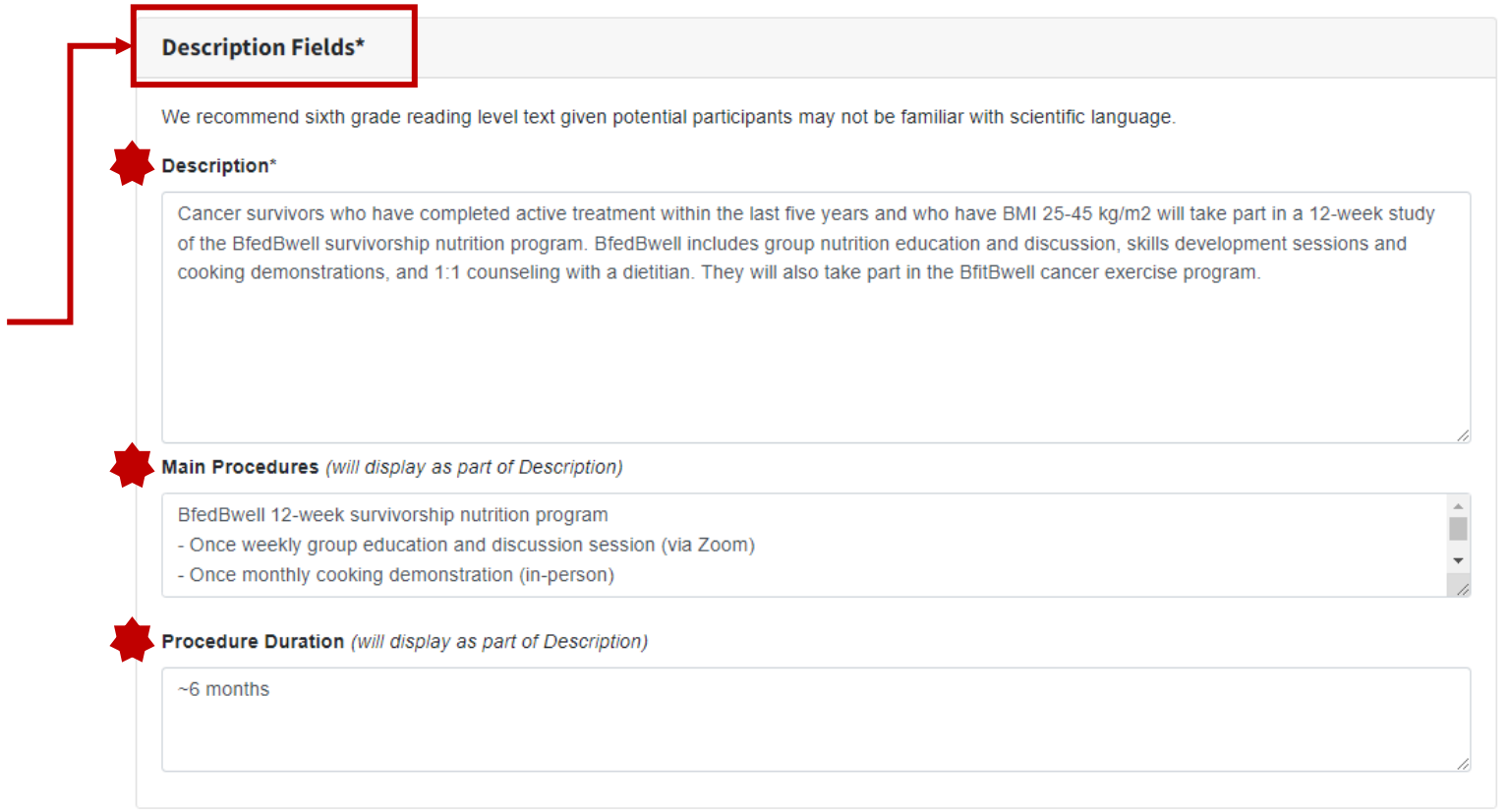

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RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

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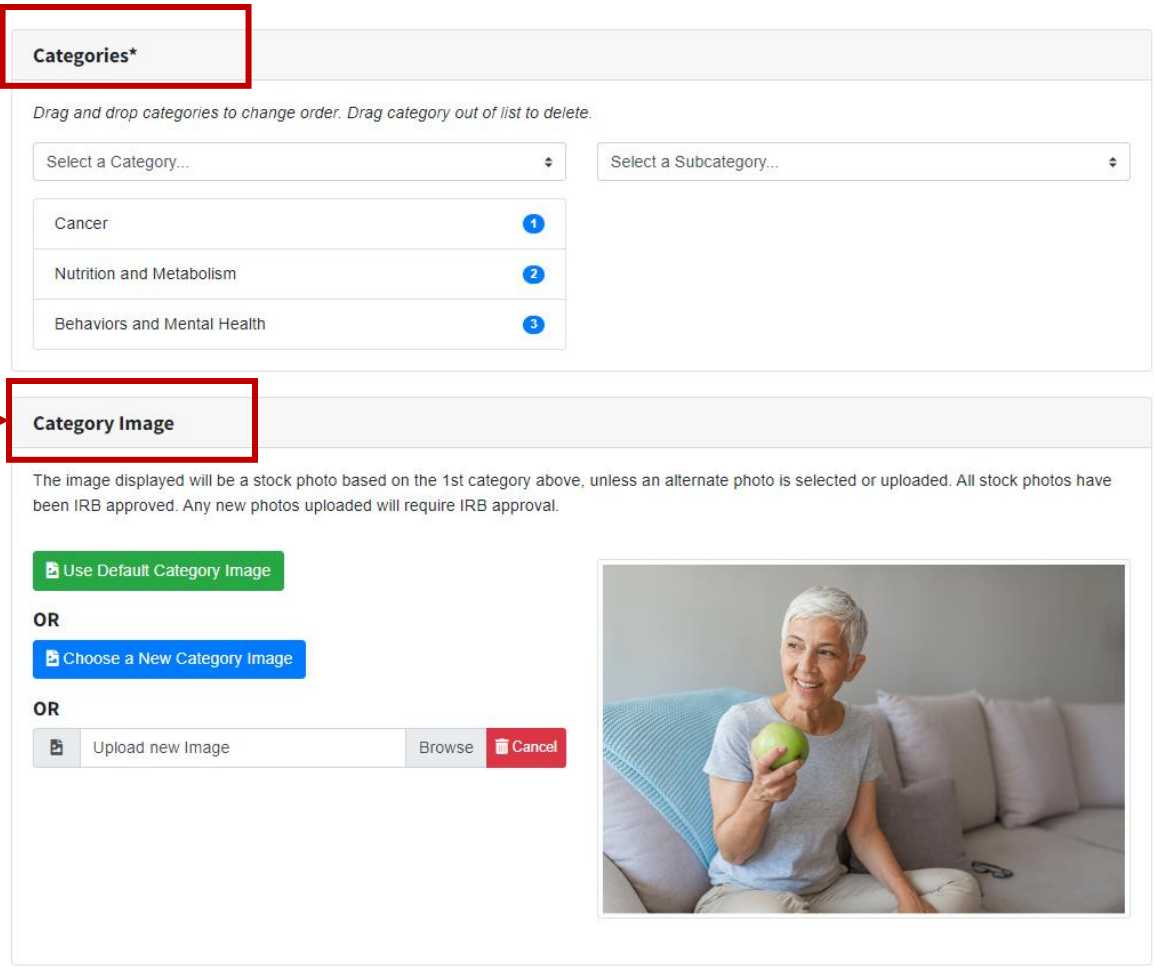
This image must be a high-quality image that represents the population, disease, condition, or topic being studied.

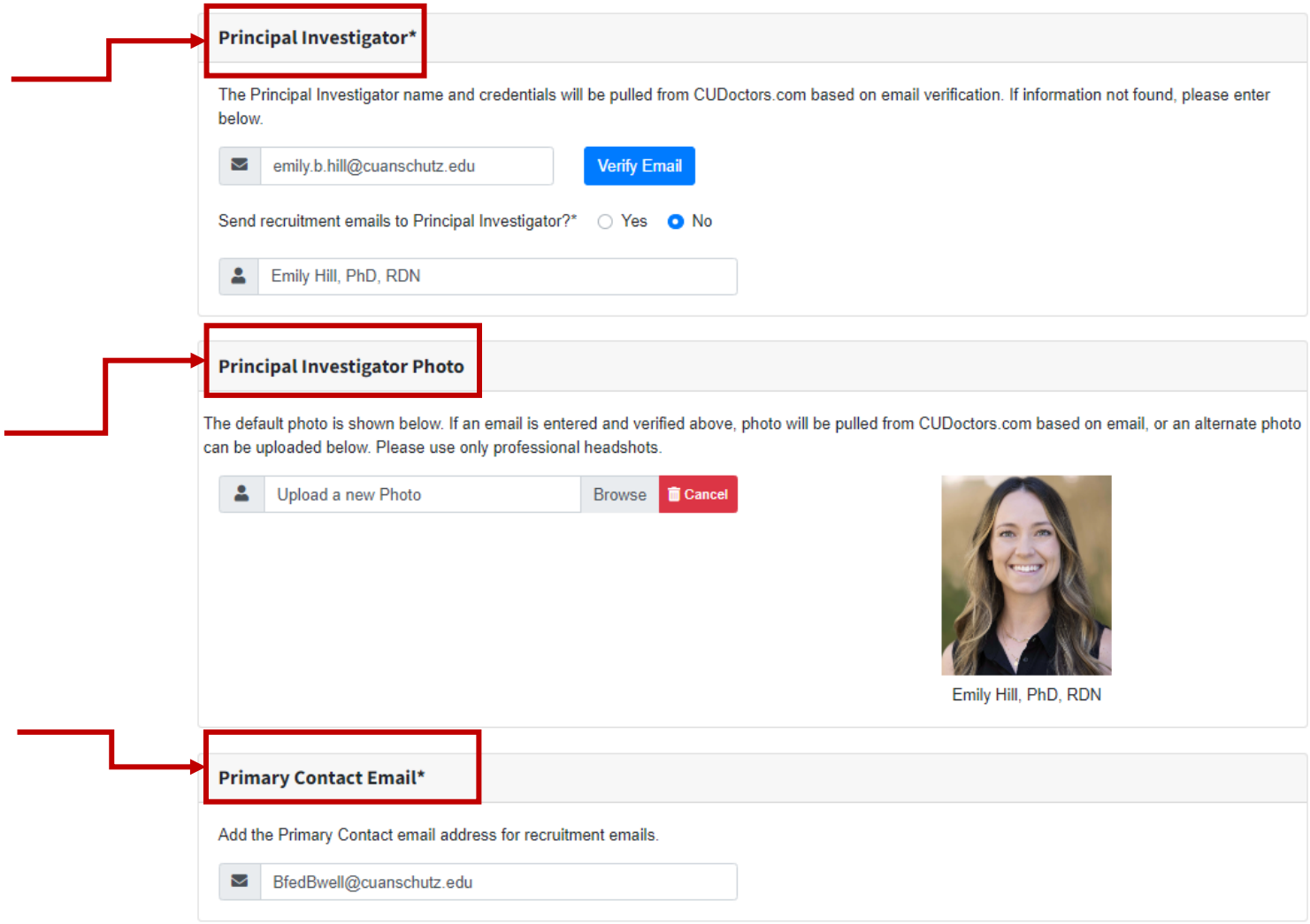


RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

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.

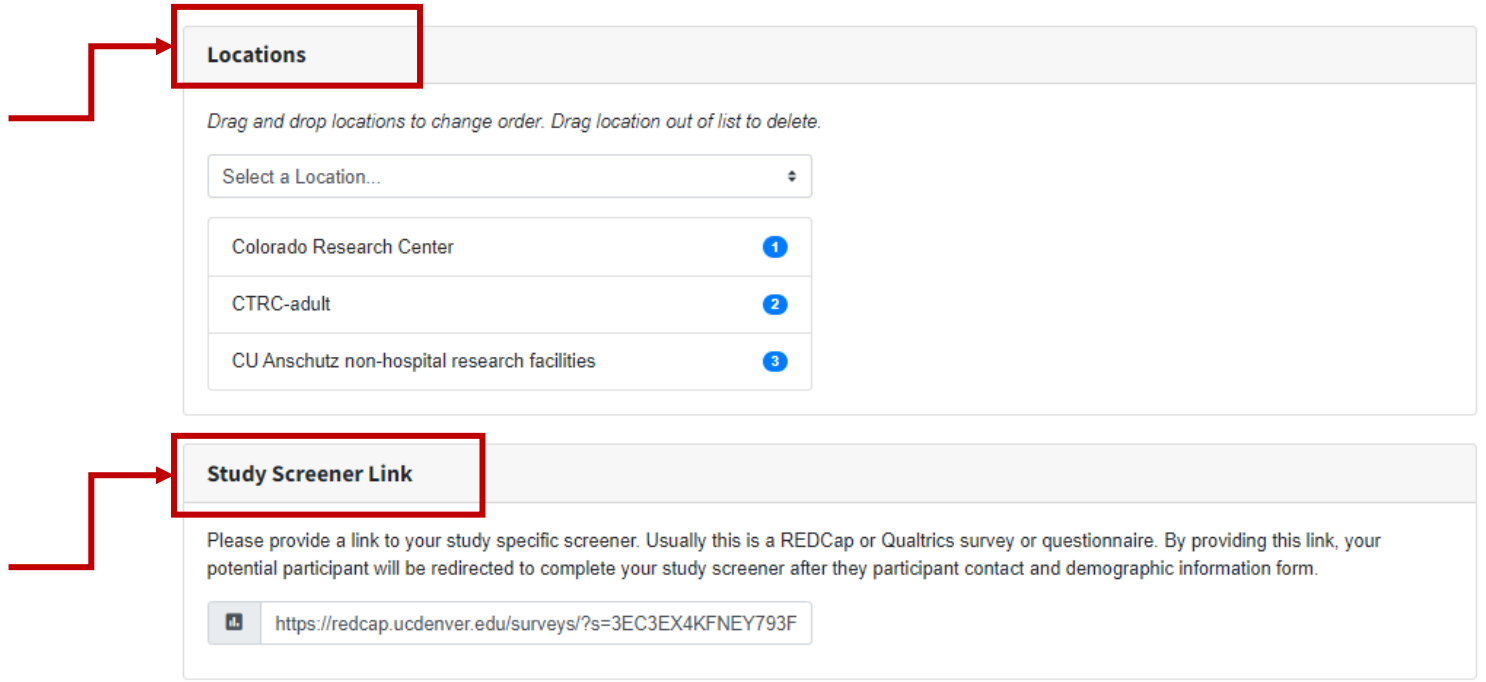
12 Unlike with OnCore studies, you will need to provide the Primary Contact email address. This individual that will be contacted when interested people completed the webform.



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.



RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

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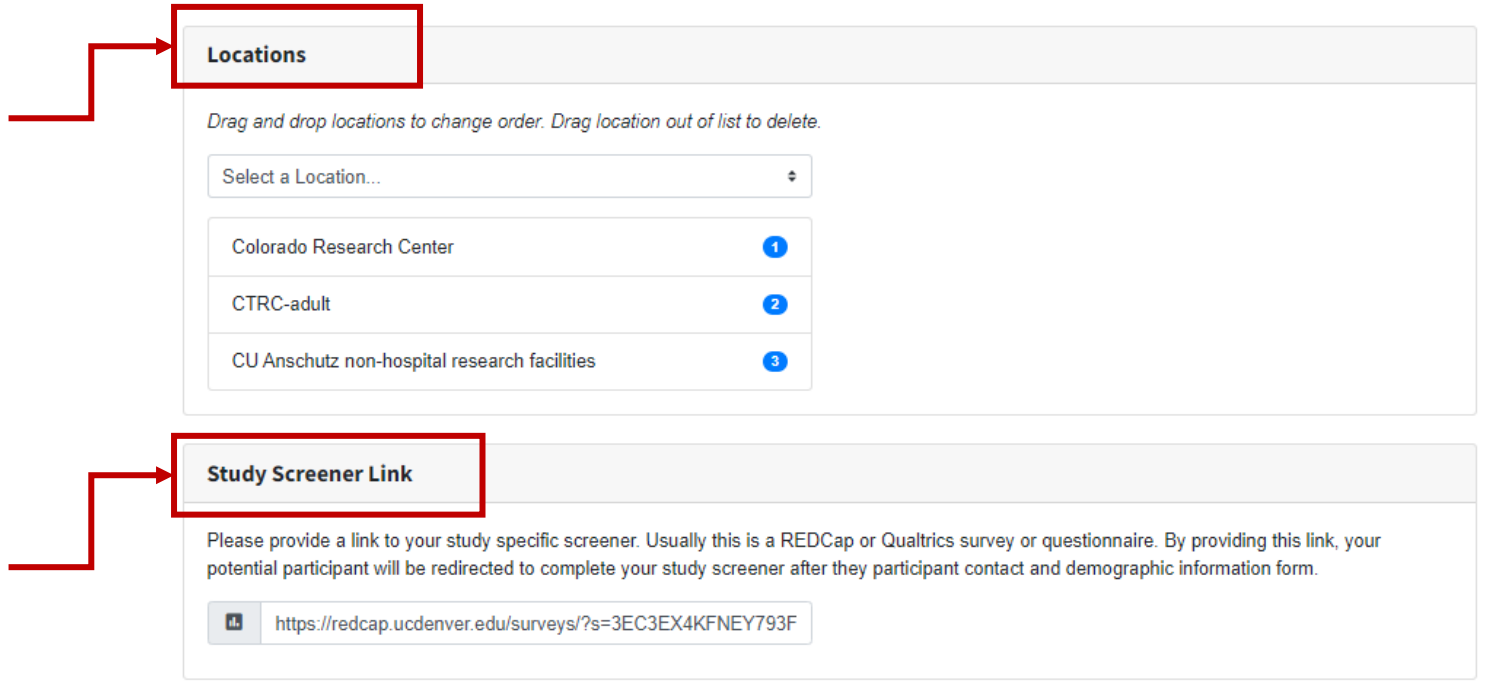
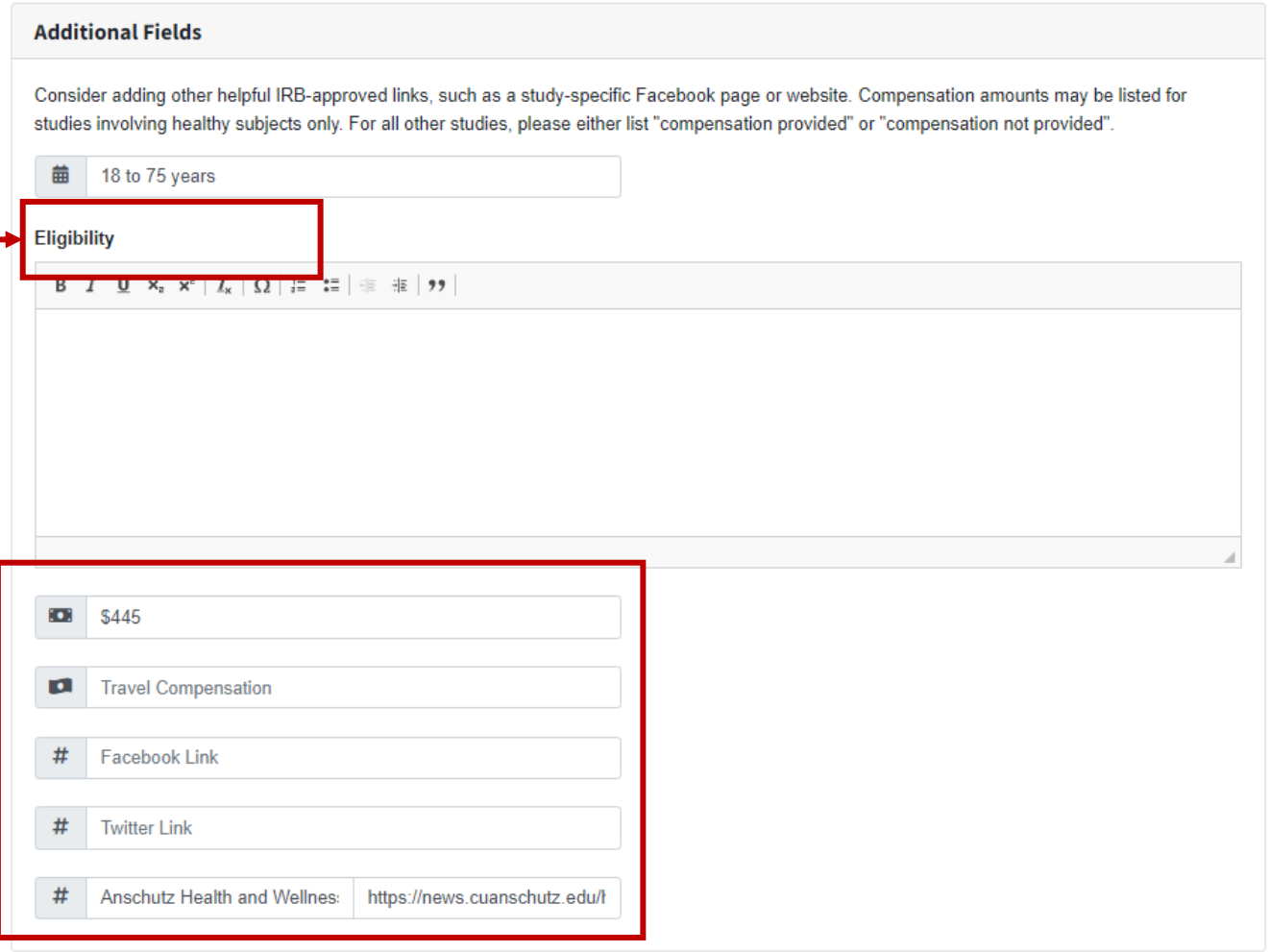


RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

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.



RESEARCH ADMIN TOOL: NON-ONCORE STUDY WEBPAGE

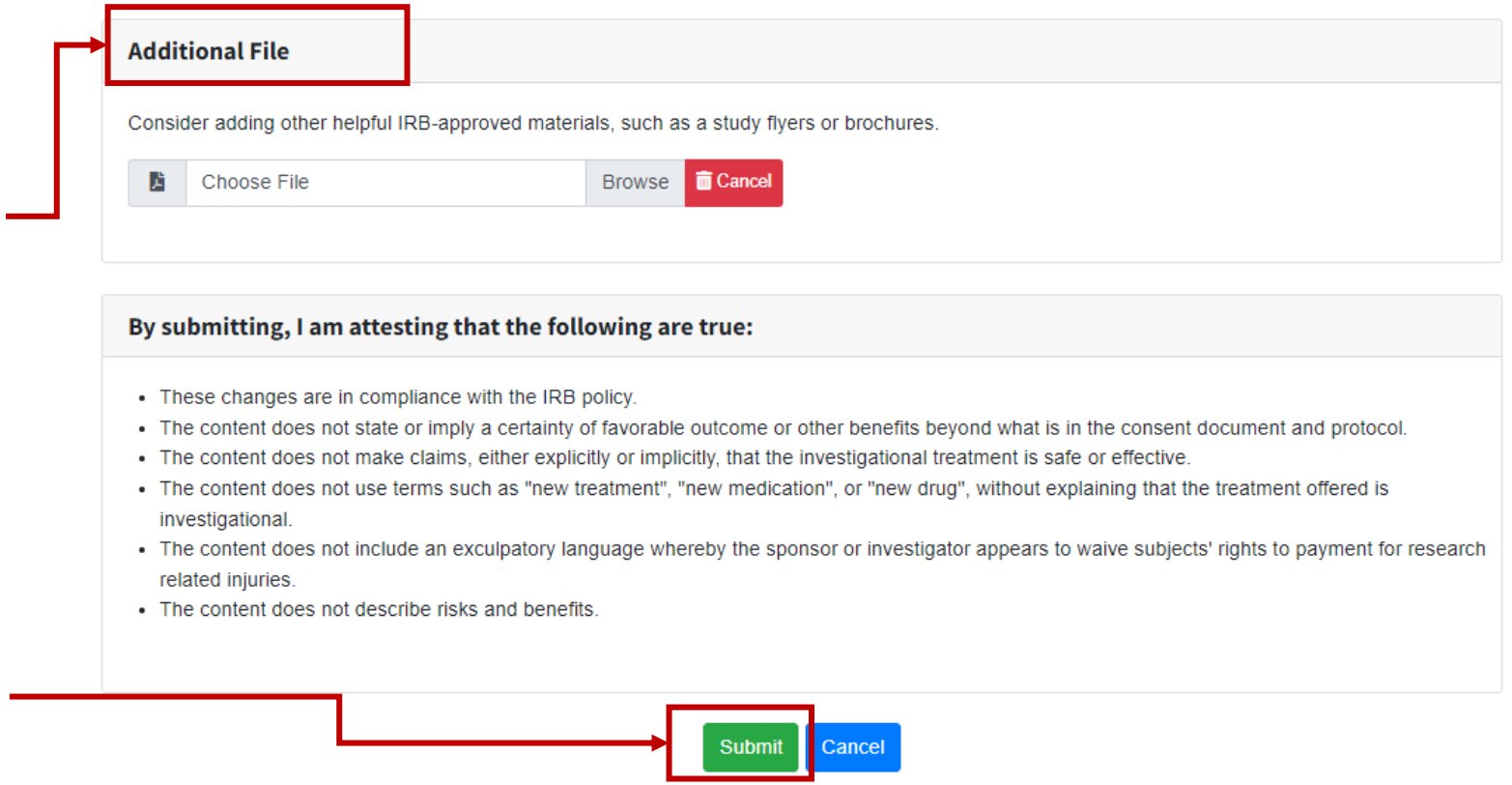
19 In this section, you can upload your IRB-approved study flyer. This is nice to include as people might like to see the information conveyed in a different format.

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.



REVIEW AND APPROVAL PROCESS

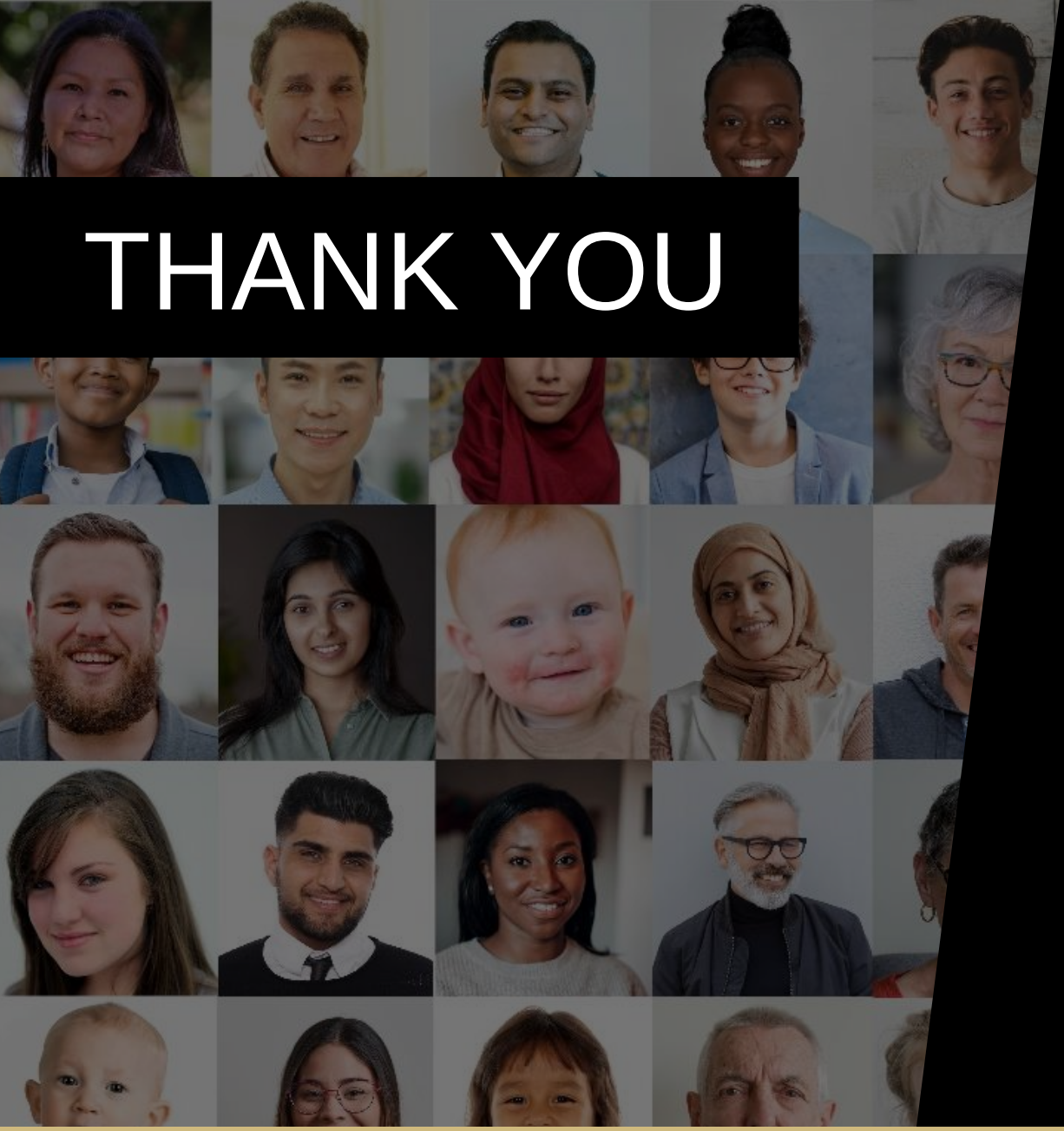
RESEARCH STUDIES WEBSITE: REVIEW AND APPROVAL PROCESS

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.



THANK YOU

For more information, check out our website at

research.cuanschutz.edu/cros/recruitment

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