

Date: April 27th, 2006

To: BCVI physicians, Clinical Research Coordinators and other research professionals

From: Bluhm Cardiovascular Institute's Clinical Trials Unit (BCVI-CTU)
Anna Huskin, RN, BSN, CCRC
Phone: 695-4067; Fax 5-6854; ahuskin@nmh.org

RE: **Posting research trials on the CTU website**

As you may be aware the BCVI-Clinical Trials Unit is helping to foster research recruitment efforts by posting research trials that are currently enrolling subjects. Each of the six centers (Atrial Fibrillation, Coronary Disease, Heart Failure, Heart Valve Disease, Vascular Disease and Women's Cardiovascular Health) has a separate section on the BCVI-CTU website for posting **center specific** trials (<http://www.medschool.northwestern.edu/ctu/index.htm>). Please refer to this website to see if your current studies are all posted. We would like make sure that **all** studies that are currently enrolling are posted on the website. The research trials need to be posted in a consistent and uniform manner across the six centers and should follow the template below:

1. **Identify which BCVI Center to post information (i.e. Center for Heart Valve Disease)**
2. **Name of Research Trial**
3. **Name of the Principal Investigator**
4. **IRB Project Number:** *Required by the NU IRB*
5. **Brief Description of the Research Trial** *Required by the NU IRB*
 - May use paragraph form or bullets. Information provided is to be **brief**, two to four sentences and/or bullets. Interested participants and clinicians will receive in-depth, specific information when they contact the designated research personnel.
 - The first sentence or bullet should provide a statement of who qualifies for the research trial.
 - The last sentence or bullet should provide subject length of participation and **brief** details of subject follow-up. *This information is required by the NU IRB.*
6. **Research Trial Contact Information:**
 - To include name, telephone number and e-mail address of the research trial contact person. Please use the following language: "For more information, interested participants and clinicians may contact..."

Responsibilities of the Research Professionals:

1. Information needs to be IRB approved (using the NU IRB Study Recruitment Form), in template form, before it can be posted on the BCVI-CTU website. Information needs to be written for the consumer, 6th to 8th grade level.
2. Once IRB approved, submit the research trial information electronically (in template format) to Anna Huskin at ahuskin@nmh.org. In addition, a copy of the IRB approval must be faxed to my attention at (312) 695-6854.
3. Research professionals must make every effort to answer calls inquiring about the trial within 24 hours.
4. As research trial information is submitted for posting, the most recently submitted trial will appear at the top of the posted list.

Additional information:

- Quarterly reminders will be sent to contact personnel to determine if the research trial information should remain posted (i.e. still enrolling patients).
- Contact Anna Huskin, RN at ahuskin@nmh.org or 695-4067 if you have any questions.