

## How to setup public recruitment 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 in Study Tracker opts the study into recruiting on FSM Clinical Trial pages. Follow the steps below to publicly recruit for Clinical Trials:

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

2. Check the box next to “Would you like to recruit publicly?” **Would you like to recruit publicly?**
3. Enter Primary Recruiting Contact information and Secondary Recruiting Contact information, if applicable.
4. Enter Eligibility Criteria and Study Description in lay terms (do not copy and paste from the protocol).
5. Under "Diseases/Clinical Areas" be sure to select from the drop down menu all the diseases associated with this study.
6. Click “Save”. The Study Information will now be visible on public facing FSM websites and related physician tools.

### How to setup public recruitment in Study Tracker for COVID-19 Trials:

1. Follow all of the required steps #1-6 above.
2. Under "Diseases/Clinical Areas" be sure to select from the drop down menu **"Coronavirus disease (COVID-19)"** in addition to all/any other diseases associated with this study.
3. By adding "COVID-19" to your diseases list in Study Tracker your study will automatically appear on the COVID-19 Clinical Trials page.