**COMIRB ADVERTISING COMPONENTS SUBMISSION FORM**

**Rules for use of this form:**

* Any of the following Field Text options (with or without the Field Title) and/or pictures, once approved by COMIRB, may be used in written advertising materials (e.g., flyers, internet postings, newspaper ads). More than one field text entry can be included in each of the fields below to accommodate alternate wording options. Written advertisements using only these approved fields do not need to be submitted separately to COMIRB for review. However, recruitment materials sent directly to potential subjects’ home or email addresses need to be reviewed individually by COMIRB. Please refer to COMIRB's Policies and Procedures regarding general advertising requirements.
* Field text entries must be accurate and consistent with the Protocol and Consent Form (i.e., purpose, procedures, inclusion/exclusion criteria, etc.).
* Any text emphasis (e.g., bolding/underlining/italicizing/relative font size) must be described or illustrated below. If the font size of the entire document is uniformly increased or reduced, this may be done without IRB approval. However, any changes to font size that are made to specific words or phrases (e.g., to add emphasis) must be submitted for approval. In particular, any changes to subject compensation—either in the amount of compensation, or in the presentation of compensation in the advertisement (e.g., font size, bolding, color changes)—must be approved by the IRB.
* This form can be revised and resubmitted to COMIRB via an Amendment. Advertisements that use text or pictures that have not been approved on this form must be submitted separately to COMIRB.
* Minor changes to punctuation, contact information and spelling or grammatical corrections do not need to be submitted for IRB approval.
* Any advertisement using **audio or video** must be submitted separately to COMIRB, with appropriate scripts or links.
* Investigators may list clinical trials online (e.g., on ClinicalTrials.gov) without IRB review provided the listing is limited to basic information such as the title and purpose of the study, protocol summary, basic eligibility criteria, study site location(s), and how to contact the site(s) for further information.

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| **FIELD TITLE** | **FIELD TEXT OPTIONS** |
| **Basic elements:** | **PLEASE NOTE: The word “research” or “study” must appear in every ad. All advertisements must include the COMIRB # of the protocol.**  **The name of the PI, identification of the university, and identification of the study sponsor may be included.** |
| **Study Title or Ad Header:**  *(for studies with lengthy titles, it is acceptable and appropriate to abbreviate the title)* |  |
| **Purpose of the Research Study:**  *(recommend using the word "research")* |  |
| **Main Procedures Involved:** |  |
| **Main Inclusion/Exclusion Criteria** *(use wording as it will appear in ad)***:**  **Note: Do not list '**English-speaking' as an eligibility requirement |  |
| **Duration of Participation:** |  |
| **Compensation:** | 1) "Compensation Provided" or "Compensation Not Provided" (choose one)  2) *For studies involving healthy subjects only, if desired*- Compensation amount wording: |
| **Contact information language:** | *note: it is not necessary to include the specific contact person or phone/e-mail, as these may change over the course of the study. Just include the language to be used with "[name]" and "[phone]" or "[e-mail]” left bracketed.* |
| **Other ad text/features (e.g.: contact tear-off tabs, linked websites)** |  |
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**Pictures/Images** *(Paste any desired images to use in advertising materials below.)*: