SAINT AGNES MEDICAL CENTER
CLINICAL RESEARCH CENTER
Fresno, California

STANDARD OPERATING PROCEDURES
Institutional Review Board

Date Effective: April 26, 2001 Index No. R – 1222
Date Last Revised: 04/10
Date Last Reviewed: 04/10

SUBJECT: **RECRUITMENT OF SUBJECTS / ADVERTISEMENTS**

1. PURPOSE

   Define the process of reviewing research subject recruitment plans and advertisements including radio, television, and web based notices.

2. SCOPE

   All materials used for subject recruitment and retention including advertisements or newsletters regardless of the medium used (i.e., print or digital).

3. POLICY

   The IRB must review and approve all materials intended for research subjects prior to their dissemination.

4. PROCEDURE

   4.1 The Investigator will submit a copy of all materials intended for research subjects to the IRB.

   4.2 The documents will be reviewed by the full Board. The IRB may choose to approve, modify or disapprove study materials. Disapproval of study materials will not affect the status of the protocol itself.

   4.3 The IRB may approve under expedited review any “minor” changes to any material that had been approved by the full Board.

REGULATORY REFERENCES

45 CFR 46	Protection of Human Subjects (“The Common Rule”)
21 CFR 50	Protection of Human Subjects
21 CFR 56	Institutional Review Boards
ICH E6	Good Clinical Practice: Consolidated Guidance (April 1996)
CAMH RI.2.180	Protection of Research Subjects