

NON-VAPHS RESEARCH ADVERTISEMENT REQUEST FORM

Non-VAPHS research advertisements must be approved by the VAPHS Research Office prior to display at VAPHS. Only non-VAPHS recruitment materials for research studies conducted under the purview of an academic Institutional Review Board will be considered. The VAPHS Research Office will provide a written response once the request has been reviewed. If your request is approved, you will receive information on where the material will be posted, and when it will be removed. If your request is disapproved, you will be provided with an explanation of the decision. Requirements and restrictions for advertisements are described on Page 2. The requester must complete section I and submit all required attachments via email to

SECTION I—All fields are required

DATE OF REQUEST:

1. Principal Investigator (PI)

Name and Title:

Email:

Phone Number:

2. Contact/Requester (if different than PI)

Name and Title:

Email:

Phone Number:

3. Non-VAPHS Research Study Information

Study Title:

Protocol ID Number:

IRB of Record:

IRB of Record Point of Contact Name and Phone Number:

IRB of Record Point of Contact Email:

Is the non-VAPHS research federally funded? YES NO

List Project Funding Source(s):

Target Audience (check all that apply): Veterans Non-Veterans Clinicians Other:

Area of Research (i.e. diabetes, oncology, etc.):

Please explain how this research is relevant to the VA mission:

In order to assist the VAPHS in addressing barriers to collaborative research, please explain why the VAPHS is not being asked to collaborate or become engaged in this research project:

The following provisions apply to all non-VAPHS research recruitment advertisements

Required Formatting:

1. The advertisement must prominently display the following Non-VAPHS Research Disclaimer centered at the page bottom, and written in a font that is at least 12pt in size, or is the same size or larger than the text of the advertisement:

“This is being provided for informational purposes only. This is not VA research. It will not be conducted by VA or at VA Pittsburgh Healthcare System (VAPHS). It has not been reviewed by the VAPHS Institutional Review Board (IRB) or other VAPHS Research & Development sub-committees, and is not endorsed by VA. VA and/or VAPHS are not responsible for any costs incurred by a Veteran if the Veteran enters the study as a research subject. Please direct questions or comments about this research to the contact listed in this advertisement; please do not contact VA or VAPHS regarding this research.”

2. The advertisement must contain a blank space, with at least a 2-inch width and 1-inch height, for the VAPHS Research Office to notate the expiration date of approval for display.
3. The advertisement must be single sided.

Required Content to be included on the Advertisement:

1. The name and address of the clinical investigator and/or research facility.
2. The condition under study and/or the purpose of the research.
3. In summary form, the criteria that will be used to determine eligibility for the study.
4. The time or other commitment required of the subjects.
5. The location of the research and the person or office to contact for further information.
6. A clear statement that this is research and not treatment.
7. A brief list of participation benefits, if appropriate.
8. A number that may be called to verify the validity of the research, such as the IRB of record.
9. Advertisements may state that subjects will be paid for participation (i.e., for lost time, travel expense) and the amount to be paid, but this information should not be emphasized (i.e., by such means as large or bold type). If including participant payment language, then information must also be provided about the subjects' time, travel or other study requirements, e.g., duration and type of activities of visits or calls, number and frequency of visits or calls, overall time duration of participation.

Prohibited Content:

1. Exculpatory or coercive language through which the subject is made to waive, or appear to waive, any of the subject's legal rights. Nor can such language appear to release the investigator, the sponsor, etc. from liability for negligence.
2. A promise of a cure, good outcome, or more benefits than listed in the study documents.
3. A promise of free medical treatment.
4. Focus on the financial compensation by bolding or increasing the font or be placed in a prominent location.
5. No claims can be made for FDA test articles that imply safety and effectiveness or equality/superiority to other products on the market.
6. Tear off tabs with telephone numbers or other information.

Required Attachments:

1. Copy of abstract
2. Written determination/approval from an academic Institutional Review Board
3. Copy of the proposed recruitment materials

Submit this form and the required attachments to

Section II—VAPHS Research Office use only

Review:

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|---|-----|----|
| Is the research relevant to Veterans and the mission of the VA? | YES | NO |
| Does the research have the potential to impede or conflict with current VA research activities? | YES | NO |
| Should this project be submitted to the IRB as VA research? | YES | NO |
| Has the research received written approval from the IRB of Record? | YES | NO |
| Does the advertisement include the VAPHS disclaimer? | YES | NO |
| Does the advertisement meet all local provisions? | YES | NO |

Determination:

Date of Determination:

Approved

Expiration Date:

(6 months from date of determination)

Display Location: Research Information Wall at University Drive

Denied

If denied, please explain:

Signature VAPHS Research Administrative Officer or designee