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SCHOOL OF MEDICINE

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### Comprehensive Research Center in Health Disparities (CRCHD)

#### Assessment Information for New CRCHD Research Projects

The purpose of this assessment is to provide a summary of study information that can be used to determine the potential fit between study recruitment needs and CRCHD sponsored recruitment activities.

Today's Date:     /     /      
                  mm    dd    yy

#### I. Study Background Information

Study Title: \_\_\_\_\_

PI \_\_\_\_\_ Phone \_\_\_\_\_

Co-Investigator(s) \_\_\_\_\_ Phone \_\_\_\_\_

#### ***Name and phone number of primary recruitment contact or project coordinator:***

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Study Funding Period:     /     /     to     /     /      
                                  mm    dd    yy                   mm    dd    yy

Funding Agency: \_\_\_\_\_ Grant Number: \_\_\_\_\_

IRB Approval Date:     /     /     IRB Project Number: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

#### ***Please describe the health disparities issue addressed by this study:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Recruitment**

Date study initiated participant recruitment: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Brief description of primary recruitment challenges (or areas where assistance is requested):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Enrollment/Retention: Participant Recruitment, Dropouts and Lost to Follow-Up**

Participants Enrolled	Included in Study Target Population? (Y/N)	Total Enrolled (as of today's date)	# Dropouts / Lost to Follow-Up
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or other Pac Islander			
White			
More than one race			
<b>TOTAL</b>			

How do you track study participants, exclusions (person screened but didn't meet study criteria) and refusals to participate? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of current recruitment activities (check all that apply):**

- Newspaper (include titles): \_\_\_\_\_
- Flyers (where distributed): \_\_\_\_\_
- Send project rep for community-based outreach and referral.  
Describe: \_\_\_\_\_
- Send project rep for community-based recruitment (participants can be consented and recruited on the spot).  
Describe: \_\_\_\_\_
- Clinic-based patient outreach and referral.  
Describe: \_\_\_\_\_

- Clinic-based provider outreach (engage providers who are willing to recruit).

Describe: \_\_\_\_\_

***Type of recruitment assistance requested (check all that apply):***

- Community-based outreach and referral
- Community-based recruitment (participants can be consented & recruited on the spot)
- Clinic-based patient outreach and referral
- Clinic-based provider outreach (engage providers who are willing to recruit)
- Training of study personnel in recruitment strategies

***Current Recruitment Staff:***

Number of people available to recruit potential participants = \_\_\_\_\_

Languages other than English spoken by project staff: \_\_\_\_\_

**III. Document Checklist**

Please provide any of the following documents you may have to the CRCHD (electronic copies are also appreciated)

Provided = $\checkmark$	Document (electronic versions preferred, if possible)	Comments
	Study abstract	
	UCSD IRB/Human Subjects approval letter	
	UCSD IRB/Human Subjects study narrative	
	Participant exclusion and inclusion criteria	
	English consent document(s)	
	Spanish consent document(s)	
	Other language consent document(s)	
	English recruitment flyer	
	Spanish recruitment flyer	
	Other language recruitment flyer	