

Research4kids User Guide

To begin

To post information about studies on *Research4kids*, users must have the following:

- An REB application (past the approved stage) and REB number.
- A *Research4kids* username and password. Contact ResearchHelpDesk@sickkids.ca to request a username and password if needed.

Adding recruitment postings to *Research4kids* site

1. Using your preferred browser, navigate to: <https://research4kids.research.sickkids.ca/database>. Enter username and password and click 'Login'.
2. Select the desired principal investigator and click 'Select PI'
 - Investigator names will be listed in a drop down menu below the heading 'Researcher options'. Support staff associated with investigator(s) will only view the names of the investigator(s) they are supporting. To add an investigator to your list, contact ResearchHelpDesk@sickkids.ca and ask that they be added to your user profile.
3. Browse for the REB approved study in the "select an REB approved study" dropdown list and click on the study that a posting will be created for.
 - All REB approved studies are presented in a drop-down list that looks like this:

Select a PI

Crowdy, Edgar

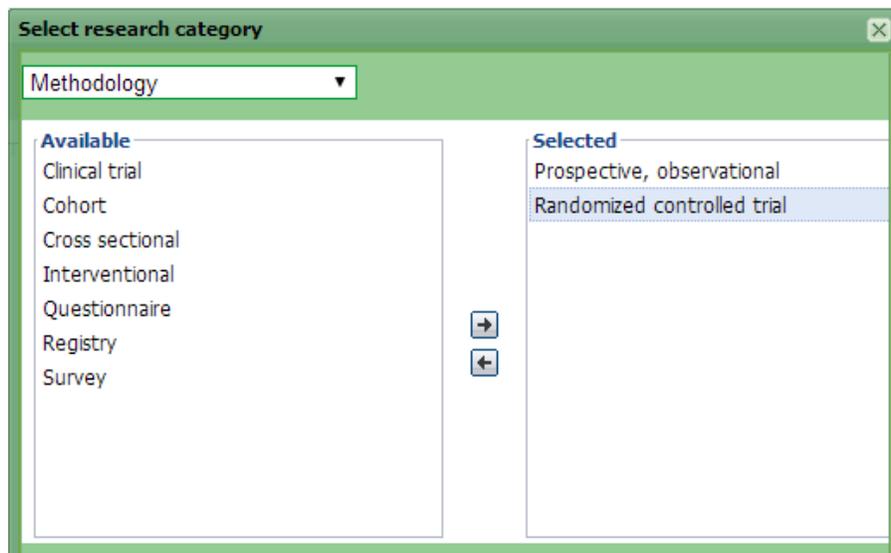
Select an REB approved study

REB #	Study title	Status
1000046612	example study number 2	Approved
1000046592	example study number 1	Approved

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4. With the specific study selected, click on "Add a new posting".
5. Add the recruitment posting information for the study:
 - Select a status for the recruitment posting.
 - Fill in the text fields provided. Provide complete information (full name and phone number, not just an extension) and **use a sickkids.ca email address**.
 - **All fields in section 1 are required except the "Website URL" field.**
 - Because many of the users will be parents and youth, **use plain language** and make the eligibility criteria as accessible as possible.

- **Brainstorm all the possible plain language keywords that families might use to find your study** and include these in the 'keywords' section (use a comma to separate them). **Include common acronyms** here too.
- Add research topics by clicking the “add/remove” button beside the “research topic” field. Multiple items can be selected from each of the available groups (body location and systems, disorders and conditions, diagnosis and therapy, demographic groups, health and wellness and methodology) by clicking on the add arrow (see screen shot below). These are based on the *Medline* medical encyclopedia categories and topics and are intended to help users broaden their search.



- **If healthy subjects are being recruited**, we recommend that the term “healthy subjects” is included in these areas:
 - By clicking “yes” for the question “Are you recruiting healthy volunteers?”
 - In the recruitment information section,
 - In the lay language description,
 - Under research topics, select → Demographic Groups, then select → Healthy subjects
 - If the specific study is published on ClinicalTrials.gov, or if there is another site with more detail about the study that users may wish to visit, insert the URL in the URL field. Include ‘http://...’ or ‘https://...’ in the link.
6. (Optional) Section 2, “Publications and news related to this posting or study”, allows you to publish news, updates, findings, etc. A single image can be uploaded to the posting, as well as multiple PDF files or web links. This section is more likely to be used later on in the study, and is **entirely optional**.
7. Click ‘Save as draft’ or ‘Save & submit for review’:

- ‘Save as draft’ = the recruitment posting is not ready for publication and will be edited/revised later.
 - ‘Save and submit for review’ = the recruitment posting is ready to be sent to Communications & Public Affairs for review before it is published.
8. Communications & Public Affairs (C&PA) reviews the recruitment posting and publishes it.
- When a posting is submitted for review, C&PA receives an email alert. They will review your posting for grammatical or spelling errors. The user will receive an email indicating whether the recruitment posting has been published on the *Research4kids* website or whether it requires changes suggested by the C&PA review.
 - If the user receives an email indicating that changes are required, they should follow the steps outlined in ‘Update an existing posting’, below.
 - If the user receives an email informing them that their recruitment posting has been published, the posting is “live” on the *Research4kids* public website. It will lapse in six months unless the user extends it. Follow the steps outlined in ‘Extend a posting’ to do so.
9. Multiple postings can be posted for the same study.

Update an existing posting

A posting can be edited/updated throughout the lifecycle of the study it belongs to. However most changes will require a review by Communications & Public Affairs. If you update a posting that is currently published (“live” on the *Research4kids* website), it will be marked as Pending Review and be unavailable to the public until the review is completed and the posting is re-published.

To edit/update a posting:

1. Using your preferred web browser, navigate to:
<https://research4kids.research.sickkids.ca/database>. Enter username and password and click ‘Login’.
2. Select the desired principal investigator under the “researcher options” drop down box and click on the name of the PI.
3. Browse for the specific REB approved study in the “select an REB approved study” dropdown list and click on the study to edit a posting.
4. All associated postings for the study that was selected will be displayed in a table (see screen show below)

Add or update a recruitment posting

[◀ Back](#) | [Public site](#) [Log out](#)

Logged in: superuser

Select a PI

Crowdy, Edgar

Select an REB approved study

1000046612 - example study number 2

Update existing postings in the table below or add a new posting.

[Add a new posting](#)

	Recruitment posting title	Recruitment st...	Public Affairs status	Date published	Email
Update	Test posting 3	Open	Published	2014-09-16	crowdy@sickkids.ca
Update	Test posting 1	Open	Published	2014-09-16	crowdy@sickkids.ca
Update	Test posting 2	Open	Published	2014-09-16	crowdy@sickkids.ca

5. Click 'Update' beside the posting that will be edited.
6. Edit the posting as needed.
 - Note suggestions for changes from Communications & Public Affairs in the requested changes text box (located at the bottom of the section 1) and make the appropriate updates to the recruitment posting.
7. Save & submit for review:
 - Click 'Save and submit for review' and the recruitment posting will be sent to Communications & Public Affairs for review before it is published.
 - We recommend making all your changes in one session to avoid multiple reviews by Communications & Public Affairs.
8. Communications & Public Affairs reviews the recruitment posting and publishes it.

Extend a posting

Recruitment postings lapse after six months. The user will receive an automated email to this effect when the posting lapses. However, *Research4kids* allows users to extend postings for another six month period, if desired. Extended postings and open postings are the same thing on the public site; they show that the study is open for enrollment and you are actively recruiting subjects.

- When lapsed, the posting continues to show as open on the public site.
- Users have a period of 30 days to extend a lapsed posting for another six months before it is automatically closed.

Research4kids will prevent users from extending:

- a closed posting (however a closed posting can be re-opened),

- a study which the REB has put on hold, closed, lapsed, archived or is pending approval.
1. Using your preferred browser, navigate to: <https://research4kids.research.sickkids.ca/database>. Enter username and password and click 'Login'.
 2. Select the desired principal investigator and click 'Select PI'
 3. Browse for the specific REB approved study in the "select an REB approved study" dropdown list
 4. In the list of postings for the selected study, find the lapsed posting (status is in the 3rd column) that will be extended and click 'Update'.

The screenshot shows a table with the following columns: Recruitment posting title, Recruitment st..., Public Affairs status, and Date published. There are three rows of data. The first row has 'Test posting 3', 'Open', 'Published', and '2014-09-16'. The second row has 'Test posting 1', 'Lapsed', 'Published', and '2014-06-01'. The third row has 'Test posting 2', 'Open', 'Changes requested', and '2014-09-16'. Each row has an 'Update' button to its left. The 'Update' button for 'Test posting 1' and the 'Lapsed' status for 'Test posting 1' are highlighted with red boxes.

	Recruitment posting title	Recruitment st...	Public Affairs status	Date published
<input type="button" value="Update"/>	Test posting 3	Open	Published	2014-09-16
<input type="button" value="Update"/>	Test posting 1	Lapsed	Published	2014-06-01
<input type="button" value="Update"/>	Test posting 2	Open	Changes requested	2014-09-16

5. In section 1, change the status of the posting to 'Extend'
 6. At the bottom of the page, click 'Save and submit for review'
- Note: if no changes are made to the posting, it will immediately be available on the public site without a review by Communications & Public Affairs. However, changes to the posting content will result in a review. While it is pending review, the posting will not be live on the *Research4kids* site.

Close a posting

You may close a posting at any time. A closed posting is still viewable on the public site, but listed as not open for enrollment. If you close a posting and make changes to content, it is still reviewed by Communications & Public Affairs before being re-published to the public site.

1. Using your preferred browser, navigate to: <https://research4kids.research.sickkids.ca/database>. Enter username and password and click 'Login'.
2. Select the desired principal investigator and click 'Select PI'
3. Browse for the specific REB approved study in the "select an REB approved study" dropdown list and click on the study that will be closed.
4. Click "Update"
5. In section 1, change the status of the posting to "close"
6. Click "Save and submit for review"
 - The screen will return to the summary page and the study the user updated will now have "Closed" under the recruitment status column (see screen shot below)

SickKids Research4kids database

◀ Back | Public site | Log out
Logged in: superuser

Add or update a recruitment posting

Select a PI
Crowdy, Edgar

Select an REB approved study
1000046612 - example study number 2

Update existing postings in the table below or add a new posting.
Add a new posting

	Recruitment posting title	Recruitment st..	Public Affairs status	Date published	Email
Update	Test posting 4	Closed	Published	2014-09-17	crowdy@sickkids.ca
Update	Test posting 3	Lapsed	Published	2014-06-01	crowdy@sickkids.ca
Update	Test posting 1	Extended	Published	2014-06-01	crowdy@sickkids.ca
Update	Test posting 2	Open	Changes requested	2014-09-16	crowdy@sickkids.ca

Questions about using the website may be addressed to ResearchHelpDesk@sickkids.ca.
Please do not contact the REB for technical support with this website.

This site is hosted by Research IT at SickKids Research Institute.
SickKids gratefully acknowledges the Children's Hospital Boston for making this site available under the terms of an open source license agreement.

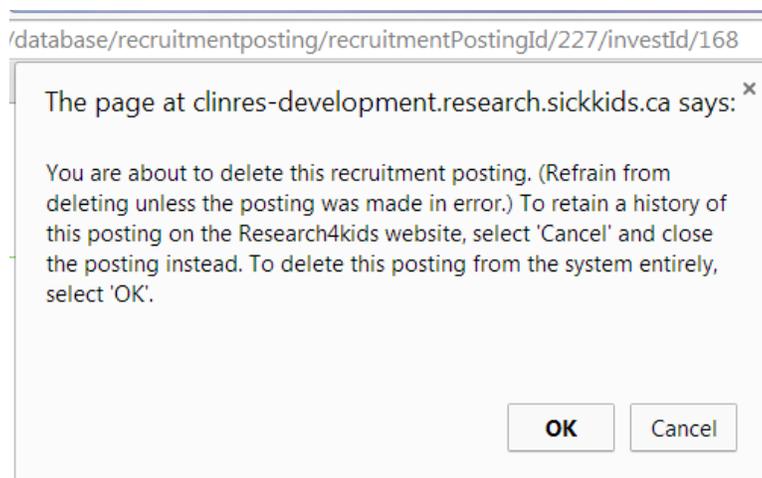
7. The recruitment posting is now on the *Research4kids* site under the section 'Closed studies'.

Delete a posting entirely

Users may delete a posting entirely from the system.

Before users begin:

- We encourage users to only do this if the posting was created in error. 'Closing' the posting retains the history of clinical research activities at SickKids and is of interest to the media, the general public and internal stakeholders.
 - A closed posting can also be updated with information (an image, PDFs and web links) about your study that are of interest to the general public or those who participated.
1. Using your preferred browser, navigate to: <https://research4kids.research.sickkids.ca/database>. Enter username and password and click 'Login'.
 2. Select the desired principal investigator and click 'Select PI'
 3. Browse for the specific REB approved study in the "select an REB approved study" dropdown list and click on the study to be deleted/removed.
 4. Click "Update"
 5. At the bottom of the screen click "Remove posting."
 - The user will see a dialogue box that looks like this, asking them to confirm that they would like to delete the posting from the system entirely.



6. Select "Ok"
7. The recruitment posting is now deleted from *Research4kids*.