

Approval Criteria: Recruitment, Advertising, and Subject Payment

310 AOB (MC 672)
1737 West Polk Street
Chicago, IL 60612-7227
Phone: 312 996-4995 Fax: 312 413-0238
www.research.uic.edu/protocolreview/irb

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POLICY:

- I. The UIC IRB reviews proposed subject recruitment methods, advertising materials, and participant payment arrangement, and permits them when they are equitable, fair, honest, and appropriate.

PROCEDURE:

- I. The IRB Chair, IRB member designee, or the convened IRB review the following to ensure the rights and welfare of the prospective subjects are protected:
 - A. The information that will be contained in the advertisement.
 - B. The mode of their communication. The final version of advertisements in any format; print, audio, video or internet.
 - C. The information contained in the appropriate application form. The prorated reimbursement schedule based on the subjects' participation.
- II. Recruitment Process. The IRB, IRB Chair, IRB member designee, or convened IRB reviews whether the proposed recruitment of faculty, students, and employees as are the targeted research population when making its determination for approval in accordance with the appropriate review guide.
- III. Recruitment Materials. The IRB reviews the advertisements and other materials in accordance with the appropriate review guide. For additional information, refer to the UIC HSPP Tip Sheet [*Recruitment Materials for Human Subject Volunteers*](#), available at <http://tiger.uic.edu/depts/ovcr/research/protocolreview/irb/policies/0233.pdf>
- IV. Payment Plans.
 - A. The PI is responsible for accurately disclosing all information as to payment and including a prorated schedule of payments, as applicable, in the protocol application and the informed consent document in the appropriate application.
 - B. The PI must disclose any changes to the payment terms and submit changes to the IRB, IRB Chair, designee, or convened IRB through an amendment. The change in the payment terms must be approved and the PI must receive confirmation of approval before any changes in the payment terms can be implemented.

- C. The IRB reviews the payment plan in accordance with the appropriate review guide.
 - D. If applicable, PIs must review the informed consent document content requirements for reporting payments greater than \$600/calendar year to the IRS on the appropriate review guide.
 - E. For additional information, refer to University policy *Human Subject Payments*, available at: http://www.obfs.uillinois.edu/manual/central_p/sec8-10.html
- V. VA Research. The IRB, IRB Chair, or designee, must prohibit proposed payments to JBVAMC research subjects that are not in accordance with the payment requirements of VHA Handbook 1200.05 as listed in the appropriate review guide.
- VI. Department of Defense sponsored research. If the Department of Defense sponsored research includes US Military personnel, the following recruitment limitations apply:
- A. Limitations on dual compensation for US military personnel prohibits an individual from receiving pay from more than one position for more than 40 hours of work in one calendar week.
 - B. The above limitation includes temporary, part-time, and intermittent appointments.

REFERENCES:

[VHA Handbook 1200.05](#)

REVISION LOG:

Version (#, date)	Replaces (#, date)	Summary of changes
1.1, 06/19/09	1.0, 12/19/09	Policy revised to clarify difference between recruitment process and recruitment materials.
1.2, 08/12/09	1.1, 06/19/09	Added section VI, which provides Department of Defense sponsored research requirements as to recruitment.