

**University of Minnesota  
Center for Magnetic Resonance Research  
Standard Operating Procedure  
Subject Recruitment**

SOP Number / Version: SOP007 / Version 1

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<b>Approval Signatures</b>	<b>Date</b>
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

**1 Purpose**

The purpose of this procedure is to define the process for recruiting and screening of human research subjects (“volunteers”) at CMRR.

**2 Scope**

This procedure will apply to all Department of Radiology researchers who would like CMRR to recruit their subjects.

**3 Definitions**

Standard Operating Procedure	A document providing detailed written procedural instructions to achieve consistency and uniformity of the performance of a specific function.
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**4 Responsibility**

It is the responsibility of all personnel who perform the functions listed in Section 2 to adhere to this SOP.

It is the responsibility of the owner/author listed above to review the content of this SOP for accuracy and continued applicability on at least an annual basis.

**5 Procedure**

The recruitment and screening of volunteer research subjects (“volunteers”) is an ongoing process at CMRR. To support this effort, the CMRR website has a page dedicated to

informing volunteers about the process and study opportunities. People who are interested in being study volunteers are directed to the CMRR volunteer website at <http://www.cmrr.umn.edu/studies/index.shtml>.

This website provides information about subject compensation, confidentiality and health risks and explains magnetic resonance imaging in layperson's terms and what happens in typical study. This website contains seven prescreening questions which could preclude someone from doing a study. The site contains information as to whether a volunteer could leave a research study and provides a sample consent form, so they understand what they will be expected to sign.

### **5.1 How to Request Subjects**

1. Send an email to [mhartwig@umn.edu](mailto:mhartwig@umn.edu) with the following information
  - 1.1. Date needed
  - 1.2. Time needed
  - 1.3. Special requests (gender, age, dominant hand, previous experience at magnet/Veteran, No glasses, etc...)
  - 1.4. IRB number
  - 1.5. Magnet being used
    - 1.5.1.Example:
      - 1.5.1.1. I would like to request a right handed male between the ages of 20-30 for Tuesday January 1, 2020 from 1130AM-1PM for IRB#1234M56789 on 3TB.
2. Requests made with less than 2 business days' notice are more difficult to fill. Please send request as early as possible.
3. Michelle will confirm that the study has been filled.
4. Subject packet will be prepared
  - 4.1. 3T studies:
    - 4.1.1.Subject payment form
    - 4.1.2.Safety screening form
    - 4.1.3.Consent
    - 4.1.4.HIPAA if required
  - 4.2. 4T and above
    - 4.2.1.Subject payment form
    - 4.2.2.Subject information form
    - 4.2.3.Safety screening form
    - 4.2.4.Consent
    - 4.2.5.HIPAA if required

## **6 References**

N/A

## **7 Forms and Templates**

### **7.1 Subject Safety Screening Form:**

[https://www.cmrr.umn.edu/internal/irb/CMRR\\_Subject\\_Information\\_Form.pdf](https://www.cmrr.umn.edu/internal/irb/CMRR_Subject_Information_Form.pdf)

### **7.2 Subject Information Form:**

[https://www.cmrr.umn.edu/policies.new/nc-cms/content/upload/CMRR\\_Subject\\_Information\\_Form.pdf](https://www.cmrr.umn.edu/policies.new/nc-cms/content/upload/CMRR_Subject_Information_Form.pdf)

### **7.3 Subject Reimbursement Form:**

<https://www.cmrr.umn.edu/policies.new/nc-cms/content/upload/CMRR%20Subject%20Reimbursement%20Form%2009.25.15.pdf>

## **8 Appendices / Tables**

N/A

## **9 Revision History**

Version Number	Approval Date	Change from Previous Version