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Grantwriting 501

A stack of papers, slightly blurred, with a green and cyan color cast, located in the bottom-left quadrant of the slide.A yellow clock face with a red border and black hands, located in the bottom-right quadrant of the slide.

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Recruitment, Data Collection And Tracking Follow-ups

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Centralized Research Services – Program Evaluation Services (PES)

- Started in 1994
- Make Investigator's life easier
 - Ensure quality of the data
 - Timely performance of projects -
Recruitment /Baselines/Follow-ups
- Potential benefits to support Investigators
 - Hiring, Training, and Recruiting
 - Back-up
 - Experience
 - Quality Control
 - Consistency





Program Evaluation Services

Include:

- Recruitment, Baselines and Follow-ups at CASAA or Offsite
- Locator and Collateral Verification
- Scheduling and Follow-up Tracking at CASAA or Offsite
- Preparation of Study Participant Files – may have to do reconstructs – takes longer
- Participant Confidential Information
- Quality Assurance and coordination with Research Data Services
- Training and Monitoring of project staff in assessment procedures



Estimating Project Costs For Program Evaluation Services

- Total length of your study, including the period of recruitment
- The projected number of participants
- The number of assessment points (including baseline and follow-ups)
- A schedule of the assessments forms/measures to be used at each assessment point



Total Length Of Your Study, Including The Period Of Recruitment

Is there a constant flow of participants?

- Develop a protocol specific recruitment plan
- After IRB approval the recruiter should scout the agency(s) and communities involved to come up with a revised recruitment plan
- Strategize from the agency(s) intake flow of participants, how the recruitment will flow



Total Length Of Your Study, Including The Period Of Recruitment (Cont.)

- The IRB approved recruitment plan should be tested on the agency(s) months before the project starts
- Is the research project completely understood by key staff members?
What's in it for the participants?
- Are exclusion guidelines too narrow?
- Recruitment data received from the agencies may help the PI decide to increase or decrease the recruiters FTE or hire another recruiter



Total Length Of Your Study, Including The Period Of Recruitment (Cont.)

- Hire a recruiter that can adjust to change and can work without direct supervision
- Come up with a specific protocol recruitment script before the study starts and have the recruiter practice
- If the participant process flows smoothly the participant(s) will feel comfortable in participating in the study
- Pilot the agency – (IRB approved)
The pilot helps to prevent or circumvent the problems

The Projected Number Of Participants

- Do you know where your participants are?
- Will you be able to recruit your target population from the agency(s) you have selected?
- Focus on the specific population



The Number Of Assessment Points (Including Baseline And Follow-ups)

- Know the length of time it will take to complete each assessment point

Are research interviews long?
Is the research process cumbersome?

Do incentives need to be increased?


Need IRB approval for changes

- Follow-up/Tracking time
- Will you hire staff or students?





A Schedule Of The Forms/Measures To Be Used At Each Assessment Point

- If you are using a specific measure (Form-90 Baseline and Follow-up, ASI, SCID, etc.) the RA will need to get trained/certified on the form(s)
 - Copyright costs
 - Other forms to include; screening form, inclusion/exclusion, locator, collateral, and demographics
 - What variables will you be selecting from the measures you have chosen? Important to know for your analysis
- 

Desirable Characteristics Of Assessment Instruments:

- Reliability
 - Validity
 - Efficiency
 - Public domain
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- **BEWARE:** Home-made scales



Record Keeping, Data Collection And Quality Assurance

- Completing forms
- Quality and integrity of the data is critical
- Ensure that the conduct of the trial is in compliance






Special Considerations

- Look at the team that has been assembled to do the recruiting, research interviews, and tracking
 - Have you picked the right members for the job?
 - Do you encourage good communication among research staff?
- Does the recruitment operation run like a well oiled machine?
- Recruitment starts at the protocol development stage





Special Considerations (Cont.)

- IRB and HRRC approvals
 - Informed Consent, Quiz & HIPAA
 - Advertisement
 - Tracking
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Conclusion

- Involve all protocol specific staff in the development stage
- Brainstorm with the staff if issues arise
- Test early ... test often ... test again ... adjust



Research Resources

- CASAA website:
<http://casaa.unm.edu/>
- CASAA's Addiction Research Library
- Complete PES Master Set of Assessment Forms/Measures

