**Joining the Communication Research Registry (CRR)**

1. Interested labs may contact Daniel Hamburger by email at [DLH@u.northwestern.edu](mailto:DLH@u.northwestern.edu) to join the Communication Research Registry (CRR).
2. New labs must complete following steps before receiving access to the Registry:
   1. **Add the CRR to IRB protocol as a method of recruitment and send IRB approval letter to coordinator**. The lab must be able to demonstrate that they have IRB permission to do the following:
      1. Permission to access the Registry and perform retrospective analyses and;
      2. Permission to contact possibly eligible participants in the Registry for future studies in their collaborating department
   2. PI must read, sign and agree to the **PI Collaborative Agreement**
   3. Complete the **CRR Study Application Form**
3. Once the coordinator has received the documents (A-C) then a lab may request subjects.

**Requesting from the CRR**

**Step 1: Initiating a Release**

1. The researcher will request a release and provide inclusion/exclusion criteria for the sample he/she is requesting.
2. A list of 20 participants that match that criteria will be made available to the researcher through the registry

**Step 2: The Release Period**

1. **Date of Release:** The CRR Coordinator will send an email to the researcher letting them know that the subjects requested have been released.
2. **Length of Release:** Lab Coordinators have two weeks to contact the participants released to them from the Registry.

**Step 3: End of Release**

The researcher will need to "return" the subjects to the Registry by completing the following steps.

1. Complete a Release Report Excel (the CRR coordinator will provide Labs with the template)

|  |  |  |
| --- | --- | --- |
| Participant ID | Participant Status | If Attempted Contact & No Response Indicate what method (Phone, Email) and how many attempts at each |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Participant Status and contact notes will be updated and sent to the CRR Coordinator at the end of the release period.
2. Labs should not keep any contact information for people who they have not yet contacted/have been excluded/have declined, etc. If they have enrolled or completed participation, it is okay for the Lab to keep contact information for follow-up as needed.