

1. Purpose

To clarify the process for solicitation of study subjects in the Family Medicine Clinics by non-Family Medicine investigators.

2. Request Process

- a) Study personnel will obtain and complete the "Request to Solicit Study Subjects in a Family Medicine Clinic" form.
- b) Study personnel will submit completed form, copy of project summary and any flyer or advertisement for the study to the Director of FM Research Support Services.
- c) Review and approval of the submitted materials will be conducted by the Department Chair and/or a member of the Family Medicine Research Faculty.

3. Notification

The Family Medicine Department will review the documents and notify study personnel and clinic managers within 10 business days upon receipt of all required documents.