

## Consumer Collaborator Recruitment Checklist

*To be submitted by the Principal Investigator (PI) or designated project lead*

### BACKGROUND:

The Arthritis Society's mission is to invest in cutting-edge research, proactive advocacy and innovative information and support that will deliver better health outcomes for people affected by arthritis. To this end, consumer engagement in the research continuum is important to advancing our knowledge of the disease process, its impact, management, and treatment options.

In recognizing the importance of such research outcomes, the Arthritis Society posts research opportunities, seeking volunteers as a way of linking interested consumers with the research community. Research opportunities are defined as relevant opportunities, other than study participation, for consumers to become involved in arthritis research (i.e., consumer collaborators/patient-partners). Through this process, the Arthritis Society can increase its impact by supporting research at all stages of the research continuum.

The Arthritis Society does not directly recruit consumers for research opportunities but may share information about ongoing opportunities and how consumers can get involved on our website. Interested consumers will be instructed to contact the PI or designated project lead directly.

The Arthritis Society will not share information to support the recruitment of consumers into a research opportunity if the opportunity:

- is unrelated to [the Arthritis Society's mission](#);
- involves an invasive intervention, therapy, procedure or measure that poses considerable risk to the volunteer's safety, mental and physical well-being;
- results in proprietary information that will not be made available to the public;
- is an industry-led study; or
- involves minors without parental consent.

The Arthritis Society may provide support, in the form of promotion of the recruitment of consumers into a research opportunity on our website, if the opportunity:

- is relevant to [the Arthritis Society's mission](#); and
- adheres to the guidelines outlined in the *Tri-Council Policy Statement on Ethical Conduct for*

*Research Involving Humans (if required)*

- involves researchers who are affiliated with an established organization with credibility in research related to arthritis, such as accredited academic institutions;

- has been approved by the Research Ethics Board of a Canadian university or accredited institution;
- all subjects will be treated with respect;
- the consent form is in language that would be understandable by the general public and meets federal and relevant provincial requirements, including legislation protecting the privacy of personal and health information; and
- the results of the research will include:
  - a process for knowledge translation and providing the results to study participants; and
  - the study organizers agree to share the study findings with the Arthritis Society

## REVIEW CHECKLIST:

Consumer engagement in research is an ongoing process. The Arthritis Society strongly encourages researchers to engage with consumers at the outset of any project. As such, the Arthritis Society acknowledges that certain checklist items may not be known or solidified at this time. Please fill out the checklist to the best of your ability. **For a request to be considered, a completed checklist (and relevant attachments) must be sent to the Arthritis Society. Please attach the following to this checklist:**

- Contact information** of the principal investigator or designated project lead
- Details of confirmed or anticipated **funding source(s)** and **term(s)**
- A short description** of how the consumer will be involved in the research opportunity and how this involvement will ultimately benefit those living with arthritis
- Consumer collaborator recruitment start and end **dates**
- Please make sure to review our [resource page \[PDF\]](#) on consumer engagement in research prior to engaging with consumers
- A recruitment notice and/or a letter to consumers** (250 words max) which includes information regarding the research opportunity:
  - Title of opportunity
  - Names of PI(s) or project lead(s)
  - Research host institution
  - Background information
  - Purpose of the research opportunity
  - Eligibility criteria
  - Participation details (i.e., virtual vs in-person, time commitments, start and end dates, etc.)
  - Geographic location, if any
  - Confidentiality protocols (if relevant)
  - Compensation (yes/no). If yes, please provide detail (i.e., fee/rates, etc.)
  - Note: if the request is directed at both English and French speaking communities, provide this information in both official languages.*

**DEADLINE:**

Requests, included with a completed checklist, must be received at least 4 weeks before the closing date for the recruitment process to be considered for posting on our webpage.

The completed checklist and relevant information must be provided to [research@arthritis.ca](mailto:research@arthritis.ca)

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_