



Instructions for using the UW “Research Studies Seeking Volunteers” Web site

To enter your study description on the UW Research Studies Seeking Volunteers Web site, follow the two steps described below. Please read these steps carefully, including the “Helpful Hints” section. Then, if you have any questions about how to enter your study description on the Web site, send a message to gstreidl@u.washington.edu.

Step 1. Obtain a password.

If you do not have a password, go to the introductory page of the Web site at www.washington.edu/healthresearch. At the bottom of the introductory page, click on “Staff Only.” Select “Get Password” and fill out the computer request form for obtaining the password. Click “Submit.” You will receive a “Password Request Successfully Submitted” message. You will then receive a password within one business day.

If you have a password, go to the introductory page of the Web site at www.washington.edu/healthresearch/. At the bottom of the introductory page, click on “Staff Only.” Select “Create Record” and enter the password.

Step 2. Complete the study record.

When you have successfully entered your password, a page entitled “Research Studies: Create New Record” will appear. Enter the study description into this record. When you have entered the information, click on “Submit.” You will be prompted to correct any mistakes or to enter missing information. When you have completed the record, you will receive a “Record Submission Complete” message. This means that your record has been successfully submitted. Your study will be posted after it has been reviewed and approved by the Web site administrator.

Helpful Hints

- You will not be able to bookmark the password-protected page (“Research Studies: Create New Record”) on which you created the new record. Therefore, you will need to repeat Step 2. for each new study description that you wish to post on the Web site.
- The password (see Step 1.) will be changed periodically and the instructions for posting a study description on the Web site may be updated from time to time.

Therefore, if you bookmark this page (the one you are reading now), please remember to reload or refresh so that you will see the most recent instructions.

- If you want to change the text of a study description that you have already posted, send an email message describing the changes to restudy@u.washington.edu . Please include a phone number in your message in case the administrator has questions.
- You will not be able to post a study unless your browser accepts cookies. This is the normal default condition, so very few of you will have a cookie problem. Those of you who do have a cookie problem will likely know who you are and how to fix it. If you do have a problem, check to see if your cookies are enabled or call your systems administrator.
- Please do not submit your study description to the Web site until you are ready to enroll subjects.
- The Web site should contain only those studies that are currently seeking volunteers. If you complete study enrollment earlier than expected, please send us a message at restudy@u.washington.edu , and we will delete your study description from the Web site.

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