



# StudyPages Checklist

A checklist to help guide teams through the steps and process of creating study page(s) and help ensure a successful publication. When creating a study page, teams should ensure they have:

- Create the study page using the editable study page form, accessible from the 'StudyPage' tab of the study's workspace
  - Fields in the form are as complete as possible, with minimal to no blank fields
  - Content is placed in the appropriate/related fields for that type of information
  - Information provided is in line with the current IRB approved protocol
  - Language use adheres to any related IRB policies, such as [HRP-402 – Advertisements](#)
  - Wording is not a copy/paste from the protocol or grant application
  - Words used are simple/lay language, 6<sup>th</sup> grade reading level and understandable to the general public, following the best practices for health literacy
  - Banner image chosen is inclusive and representative of the study population and has been cropped and formatted correctly
  - Logo field remains untouched, keeping the OHSU principal brand logo in place
  - Investigator profile has been selected and linked
- Preview the study page to ensure it appears okay in mobile and desktop views, accessible from the 'StudyPage' tab of the study's workspace
- Select participant contact method (self-contact vs. signup), accessible from the 'StudyPage' tab of the study's workspace (*not applicable to IRB waived studies*)
  - If signup is selected, set up team notifications under the 'Settings' tab of the study's workspace
- Tag for the gallery for visibility, type, topic and center, accessible from the 'StudyPage' tab of the study's workspace
- Once complete, click the 'Publish StudyPage' button, located in the 'StudyPage' tab of the study's workspace, which will send it to the study's principal investigator for review and approval

OCTRI Recruitment is the Administrator for OHSU's StudyPages.  
For any questions, concerns, or training needs, please email [octrirecruitment@ohsu.edu](mailto:octrirecruitment@ohsu.edu).  
For more information on StudyPages, including training materials and resources, visit the StudyPages section of the OCTRI Recruitment [webpage](#).