NLST Monthly Recruitment Plan Completion Instructions

Introduction

The Monthly Recruitment Plan is designed to capture the recruitment methods that each NLST site has planned for the upcoming month. This form is to be completed and faxed on the last Friday of each month and should describe your plan for the upcoming month. It should be faxed to Catherine Duda, National Study Coordinator at: 310-794-7627. The timeliness of form submission and the information submitted will be reviewed to ensure that trial enrollment timelines are maintained as closely as possible.

Instructions

REPORT DATE:

- Record the date when the form is completed. The date must be complete with month, day, and year and should be recorded as mm/dd/yy.

REPORTING MONTH:

- Record the month for which the report is being generated. Data should be recorded as Mon, Yr (e.g. Jan 03)
- For example, if you were faxing the form on January 21, 2003, you would be reporting your recruitment plan for the month of Feb 03.

INVESTIGATOR NAME:

- Record the name of the site Principal Investigator.

SITE NUMBER:

- Record the 4-digit ACRIN-assigned site number of your institution.

TABLE FIELDS:

#: 
- Represents the number of recruiting methods placed in the upcoming month.
- There is space for a total of 10 different recruitment placements. If the number of placements you will run in the upcoming month will exceed 10, please attach additional pages.

RECRUITMENT METHOD:

- Record the category of recruitment method according to the following categories:
  1. Radio ad
  2. Radio news/story
  3. TV ad
  4. TV news/story
  5. Newspaper ad
  6. Newspaper story
7. Magazine  
8. Health professional/clinic  
9. Health fair  
10. Advocacy/volunteer group (e.g., American Cancer Society, American Lung Assn, etc.)  
11. Targeted mailing  
12. Targeted group (e.g., church, Policemen’s Union, etc.)  
13. Word of mouth  
14. Other, specify (Other should be used ONLY in the event when the type of recruitment cannot be categorized from 1-13 above.)

**SPECIFIC PLACEMENT:**

- Record the actual name of where the advertisement or story is being run/placed. Examples include: Boston Globe, LA times, KZLA, etc.

- The Recruitment Method and the Specific Placement should correspond. For example, if Recruitment Method is marked as “Targeted group”, then Specific Placement should be the name of the organization where the promotion is being run (i.e. Oak Street Methodist Church, Inglewood, CA; LAPD Oak Street Station, etc.).

**DATES RUNNING:**

FROM:

- Record the start date of when the recruitment method is being run in the upcoming month. The date should be complete with month, day, and year wherever possible and should be recorded as mm/dd/yy.

TO:

- Record the last date of when the recruitment method is being run in the upcoming month. The date should be complete with month, day, and year wherever possible and should be recorded as mm/dd/yy.

**# RUNS PER MONTH:**

- Record the number of times the recruitment method is being run in that month.

**IMPRESSIONS / COMMENTS FROM PREVIOUS RECRUITING MONTH:**

- Record any additional information regarding impressions or comments from the previous month as you see fit.

- For example, enter information about what recruitment method(s) worked well in the previous month, what operational hurdles you may have had to overcome, any ideas for improvement, overall impressions, questions, or any information and comments you would like to convey to management.

**Questions**

If you have questions regarding the completion of this form, please contact Catherine Duda, National Study Coordinator at:

Phone: 310-206-3160  
Email: cduda@mednet.ucla.edu