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# Yale University Institutional Review Boards Guidance

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## Guidance 410 GD 1: Posting Recruitment Notices

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### Overview

This procedure serves as guidance for researchers who wish to post advertisements or other research recruitment materials on property belonging to Yale University, Yale New Haven Hospital or the City of New Haven.

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### Basic Posting Guidelines

Researchers wishing to post advertisements or other materials used to recruit potential research participants should follow the guidelines established by the owner of the property they wish to post recruitment materials. Property owner guidelines include:

#### Yale University

Yale University requires all notices and advertisements to include an event date. Therefore, typical research study advertisements, which have no event date are not acceptable postings on Yale property. However, if the research advertisement was titled, "Wanted Healthy non-smoking Volunteers (age 18-55) study begins Friday July, 11<sup>th</sup>", then these types of postings would be allowed per Yale posting policy.

Notices and advertisements must be placed only on kiosks and bulletin boards (not on gates, lamp posts, sidewalks, etc.) using only tacks and pushpins. They can be no larger than 8.5" x 11" and must not cover other notices. They should be posted no more than one week ahead of the date of the event.

A list of the kiosk locations can be found at this website.

(<http://www.yale.edu/its/media/computing/kiosks.html>)

Posting in all Yale University parking lots is prohibited.

#### Yale New Haven Hospital

Posting is prohibited in YNHH parking lots and garages and all other hospital property.

#### Yale School of Medicine

See individual departmental Business Manager located on each floor for appropriate posting guidelines.

#### City of New Haven

Investigators must contact the City to have permission to leaflet cars parked on city streets..

#### Private Property and Parking Lots

Investigators should contact private owners of lots or any property before posting.

#### Additional Information

<http://www.yale.edu/recycling/fliers.html>

<http://www.yale.edu/yalecollege/publications/uregs/regulations/activities.html>