



Guidance and Message Template for IRB Submission for Use of MyChart for Research Participant Recruitment (version Oct 22, 2025)

MyChart for Recruitment Message for This Protocol---Template

PLEASE NOTE: We encourage you to contact Mary.Becker@osumc.edu with the Participant Recruitment and Retention Office at the Clinical and Translational Science Institute for assistance drafting the message for your protocol **prior** to IRB submission. **Once IRB approved** to use MyChart, you will need to complete the remaining steps in the Guide to Obtaining IRB Approval to use MyChart for Research Participant Recruitment.

Images from [iStock](#) or Adobe Stock (<https://stock.adobe.com/>) can be included in the message. The message may also contain a weblink to a study's informational site if its use is IRB approved. The message **SHOULD NOT** include identifiable contact information such as research team email addresses or phone numbers. This will help ensure that volunteers respond through the MyChart portal. Your message for which you are seeking approval should be placed in the blank area below the intro: **"You may be eligible for..."**

The approved MyChart message will be routed to those patients who have been identified in your query through the Information Warehouse (HBOC) that fits your study inclusion criteria by an Honest Broker. They will receive an email notifying them that they have "A new research study to view" in their MyChart message file. Once they log in to their secure MyChart, they will be able to review the details of your message (below) and express their interest or decline more information. A "Contact Me" response will send a notice to the researcher's in- basket in IHIS that the patient is interested in learning more about the study. A research staff member will contact the patient. If the volunteer clicks "Delete" or ignores the message, the researcher will not receive any information about the messaged volunteer.

(Each recruitment message sent through MyChart is automatically introduced with the following message by the system.)

*The Ohio State Wexner Medical Center is driven by our mission "to improve people's lives through innovation in research, education, and patient care." Your privacy and your health are most important to us. A computer-generated search found that you may fit the study described below. Unless you decide to click "Contact Me" for this research opportunity, no one conducting this study will know you have been contacted. **You may be eligible for the following study:***

Brief study description

You should discuss this research opportunity with your health care provider(s). If you would like to know more about this study, please indicate your interest by clicking "Contact Me". If you no longer wish to receive any MyChart research opportunities, please click on this link below to unsubscribe <http://go.osu.edu/MyChartUnsubscribe>

Cite and Submit

Publications supported by The Ohio State University Clinical and Translational Science Institute (CTSI) must cite the Clinical and Translational Science Award (CTSA) grant number (UM1TR004548) and by law, be submitted to PubMed Central. For instructions, review the NIH Public Access Policy on the CTSI website.

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