## Research Recruitment **Poster Process** As a member of a research team, please follow this workflow process to ensure you get

your research recruitment poster finalized using the new template and process.

RESEARCH ETHICS BOARD

Standard approval process

**RESEARCH TEAM** RI COMMS TEAM **RESEARCH TEAM** 

Submits content (title. description, sample photos, etc) on REDCap

RI Comms team reviews, approves content and provides a suitable image within 2 business days

Receives approved content via email from REDCap and

uses this content for REB application.

Are you happy with your image selection? If not, you may request a new

one from the RI comms

team via email at this

Once content is approved by REB, you must submit it for French translation.

06

RESEARCH TEAM

Submit translated content to REDCap via survey link found in email from step 3 RI COMMS TEAM

Final review of content and submit to Creative Services CREATIVE SERVICES

Designs print ready posters and delivers it to RI Comms Team within two weeks.

RI COMMS TEAM

stage.

Sends print-ready PDF to submitter via email

RESEARCH TEAM

Submits final PDF of poster to REB for final record and approval

RESEARCH ETHICS BOARD

RESEARCH TEAM

Standard approval process for print-ready poster

Congratulations! You've completed the process, you may now print your poster and post it throughout the hospital in accordance with signage policy.

To get your poster printed at the CHEO print shop, click here.

To learn more about CHEO signage policy, click here.

