

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.

01

RESEARCH TEAM

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

02

RI COMMS TEAM

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

03

RESEARCH TEAM

Receives approved content via email from REDCap. Submit the English content for French translation even if the study itself cannot be conducted in French.

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Wait for your French translation.

Are you happy with your image selection? If not, you may request a new image from the RI comms team via email at this stage.

04

RESEARCH TEAM

Submit French content in REDCap via survey link found in email from step 3.

05

RI COMMS TEAM

Final review of content and submit to Creative Services for poster design.

06

CREATIVE SERVICES

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

07

RI COMMS TEAM

Sends print-ready PDF to submitter via email.

08

RESEARCH TEAM

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

09

RESEARCH ETHICS BOARD

Standard approval process for print-ready poster.



Congratulations! You've completed the process. You can now print your poster and post it in accordance with CHEO's signage and wayfinding policy.

[To get your poster printed at the CHEO print shop, click here.](#)

[To learn more about CHEO signage policy, click here.](#)

All study recruitment posters in CHEO must be bilingual.

This applies even if the study itself is not able to be conducted in French and your protocol submitted to the REB specifies as such. CHEO is a bilingual health institution and patient facing material must be in both official languages.