

How to create a new study posting

New studies can be published on Fox Trial Finder in two different ways:

A. Import directly from ClinicalTrials.gov

Fox Trial Finder automatically imports all Parkinson's disease and atypical Parkinsonism studies on [ClinicalTrials.gov](https://clinicaltrials.gov). Moreover, changes made to a ClinicalTrials.gov posting are regularly updated on Fox Trial Finder throughout the recruitment period of a study.

B. Manually create a new posting

If your study does not require a posting on ClinicalTrials.gov (e.g. observational studies), then you can manually create a posting in Fox Trial Finder. You must have ethical approval before the posting will go live.

Follow the instructions below for the option that is most appropriate for your study:

C. How to manage a posting imported from ClinicalTrials.gov

1. Fox Trial Finder imports and publishes all Parkinson's disease and atypical Parkinsonism studies on ClinicalTrials.gov.
2. When your study has been published on Fox Trial Finder, the individual listed in the "Contacts" field on the ClinicalTrials.gov posting will receive an email invitation to connect to their study posting on Fox Trial Finder.
3. The individual who receives the email invitation is designated the "Trial Lead" on the Fox Trial Finder posting. The trial lead must log in to their "Trial Team Member" account on [Fox Trial Finder](https://www.foxtrialfinder.org) and accept the invitation. If you do not have an existing account, register as a "Trial Team Member" at www.foxtrialfinder.org/register.



4. Once you have accepted the invitation, go to "Edit Trial Details" to review content imported from ClinicalTrials.gov. Complete your study profile to obtain relevant volunteer matches on Fox Trial Finder.

Free Text Fields

Content in these fields is imported from ClinicalTrials.gov and creates the study posting seen by Fox Trial Finder volunteers. Note the content in these fields does not contribute to the volunteer/trial matching process in Fox Trial Finder (see radial button fields).

Inclusion Criteria

--Male or Female age over 35 years,
 --Patients having signed an informed consent before
 any specific study procedures.

Edit

Radial Button Fields

Data in the radial button fields is not imported from ClinicalTrials.gov. To receive appropriate volunteer matches, the trial lead must select the eligibility criteria that is relevant to their study. Fox Trial Finder uses the data from these fields to match volunteers to studies that they may be eligible to participate.

EXPERIENCING MOTOR SYMPTOMS:			
	Required	Disqualifies	N/A
Dystonia	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Falling, poor balance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Resting Tremor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Slowness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small Handwriting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Trouble Walking/Shuffled Gait	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- Review site locations on the “Add Locations & Owners” page. All sites listed on ClinicalTrials.gov are imported into Fox Trial Finder. Click the “Edit” button on a site listing to add direct contact information if not provided on ClinicalTrials.gov. Ideally, list both a phone number and email address for sites.

For multi-center trials, the trial lead may also invite site coordinators to connect to the study posting on Fox Trial Finder. A connected “Site Coordinator” can receive and send messages to volunteers within 300 miles of the site location. Click the “Invite a New Coordinator” in the site listing to connect a site coordinator to the study posting.

- Save all information by clicking the “Save” button located at the top or bottom of the page.
- Change your trial status to “recruiting” or “enrolling by invitation” on ClinicalTrials.gov to begin the volunteer matching process. Fox Trial Finder will update the trial status from ClinicalTrials.gov. Potentially eligible volunteers will then receive an email notification that they may be eligible for your study.

D. How to manually create a new posting

1. Log in to your “Trial Team Member” account on Fox Trial Finder, at www.foxtrialfinder.org. If you do not have an existing account, register as a “Trial Team Member” at www.foxtrialfinder.org/register.
2. Navigate to your “Dashboard” (left-hand-side of the screen) and click the “Create A Trial” tab.



3. Complete the “Create New Trial” form with information on your trial and your ideal volunteer. The individual who creates the study posting becomes the “Trial Lead.”

Free Text Fields

Content in these fields creates the study posting seen by Fox Trial Finder volunteers. The content in these fields does not contribute to the volunteer/trial matching process in Fox Trial Finder (see radial button fields).

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Note: See the **Fox Trial Finder posting template** in the [MJFF Recruitment Toolkit](#) for best practices to create a lay-friendly profile. If required by your ethical review board, this posting template can be submitted for approval of Fox Trial Finder content.

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4. Once the posting is complete, click “Save and Add Locations” at the bottom of the page.
 - a. A pop-up will appear stating that your trial has been submitted to Fox Trial Finder for review. This process usually takes up to **10** business days.
 - b. The Fox Trial Finder team will follow up to confirm the submission via email, and you will be asked to provide copies of your study protocol and ethical approval letter.
5. Continue on to the “Add Locations & Owners” page. Click the “Add Locations” button to provide information on your trial’s site location(s). Ideally, list both phone number and email address.

For multi-center trials, the Trial Lead may also invite site coordinators to connect to the study posting on Fox Trial Finder. A connected “Site Coordinator” can receive and send messages to volunteers within 300 miles of the site location. Click the “Invite a New Coordinator” in the site listing to connect a site coordinator to the study posting.

6. Save all information by clicking the “Save” button at the top or bottom of the page. The Fox Trial Finder team will follow up with final confirmation via email of your trial’s publication once the review process is complete and all documents have been received.
7. Once your posting is published, remember to change your trial status to “recruiting” or “enrolling by invitation” to begin the volunteer matching process. Potentially eligible volunteers will then receive an email notification that they may be eligible for your study.

Who's who? Defining trial team roles and responsibilities in Fox Trial Finder

There are two way to manage a Fox Trial Finder posting:

Option A: A "Trial Lead" centrally manages the trial posting and all volunteer matches and messages.

Option B: "Site Coordinators" can send and respond to messages from volunteers near their site location, while the "Trial Lead" manages the content of a trial posting and oversees activities.

A. What is a **Trial Lead's** role

1. A trial lead is the "manager" of the Fox Trial Finder posting. He/she has administrative authority to do the following:
 - a. Edit the trial's profile information
Ex. If a trial has changed its eligibility criteria at any point in the study, the trial lead can change the inclusion and exclusion criteria on Fox Trial Finder.
 - b. See all volunteer matches and respond to all volunteer messages
Ex. If a trial team would like one person to manage all activity on Fox Trial Finder, the trial lead can review all volunteer matches and message or respond to volunteer messages irrespective of site location indicated.
2. There can only be one trial lead per study posting on Fox Trial Finder. The role of trial lead is most often assigned to a project manager.
3. The trial lead's contact information is not visible to the public on the Fox Trial Finder posting unless added as a site coordinator contact (see below).

B. What is a **Site Coordinator's** role

1. A site coordinator is the contact person for a trial site listed on the Fox Trial Finder posting. He/she has administrative authority to do the following:
 - a. See volunteers matches within 300 miles of their site location
 - b. Send a message to a volunteer as a specific trial site
Ex. The site coordinator can send a message to a volunteer that will indicate that Site XYZ is contacting him/her about their eligibility.
 - c. Respond to a volunteer message directed to their specific site
2. The site coordinator(s) cannot edit the content of the study posting on Fox Trial Finder.
3. There can only be one site coordinator per trial site listed on Fox Trial Finder.

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4. The site coordinator's contact information (email and/or phone number) is visible to the public on Fox Trial Finder along with their site name and location.
5. There can be a trial lead working with the site coordinator(s) on a posting. While the Trial Lead manages the posting content, the site coordinator(s) can send and respond to volunteer messages.

**Need additional help with Fox Trial Finder?
Watch the How-To Video for Trial Teams**

The How-To Video for Trial Teams provides instructions and best practices for utilizing Fox Trial Finder.

Introduction to

FOX TRIAL FINDER

A Clinical Trial Matching Tool

[Click Here to Watch](#)