



## Co-Enrollment Program

---

### Communications and Other Content Templates (BHR to Participant)

Please complete the templates below by filling in the highlighted sections. This does not need to be submitted to collaborator's IRB since all these templates are approved by UCSF IRB.

#### ***BHR Invitation and Reminder emails***

##### **Initial Co-Enrollment Invitation Email**

Subject Line: [Intro to BHR Collaboration Opportunity]

Email Text:

Dear <FIRST NAME>,

Thank you for your involvement in <Collaborator/Collaboration Name>.

[OPTIONAL: <Description of How/Who and Collaborator Referral Study Name>,) (Y)you expressed interest in participating in <BHR Collaboration Name>, an innovative, online research study led by researchers at the University of California, San Francisco.

Brain Health Registry is partnering with <Collaborator> to <insert reason why we are working together>.

Enrolling is easy! Please [use the link (OR) click the button] below to be taken to a specific registration page. [OPTIONAL: , where you will enter <information needed for registration>]. [OPTIONAL: This registration page is pre-filled with your unique study code: <ABC123 (referral code)> and can be accessed by clicking any of the links within this email.]

Join Now <Link to Registration>

Already a participant in the Brain Health Registry? Please let us know that you are a part of <Collaborator/Collaboration Name> by clicking here <link to login> and entering your current BHR user name and password.

Once enrolled, <description of study tasks>. The Brain Health Registry is committed to privacy and all information is kept safe, secure, and confidential.

It takes about <Time> to complete all study tasks [OPTIONAL: and you don't have to do all tasks at once. You'll receive emails reminding you to log back in and finish any remaining study tasks.]

[OPTIONAL (if study is longitudinal): In <Time>, you'll receive emails asking you to come back to the website for follow-up study tasks.]

[OPTIONAL CASPP text: Your caregiver or care partner will also have the opportunity to participate

in the Brain Health Registry, which <insert goal/detailed purpose>.]

[OPTIONAL: By participating in the Brain Health Registry, you may also have the chance to learn about other research studies that you may be eligible to participate in, such as future clinical trials.]

[OPTIONAL: To find out more about the research project, please visit <Link>.]

As always, your participation in research is voluntary. [OPTIONAL: Your decision to participate in <BHR Collaboration Name> will not affect your involvement in the <Referral Study Name>.]

On behalf of the Brain Health Registry team, I thank you for your time and consideration. We hope you choose to join our study.

Sincerely,

Michael Weiner, MD  
Principal Investigator, *Brain Health Registry*  
Professor of Radiology and Biomedical Imaging, Medicine, Psychiatry and Neurology  
University of California, San Francisco

PS – If you do not want to be contacted again about the <BHR Collaboration Name> study, please click here <Unsubscribe Link>.

## Follow-Up Co-Enrollment Invitation Email

### Subject line:

Option 1: Enroll in <BHR Collaboration Name>  
Option 2: Enroll in <BHR Collaboration Name> - Participate in an online research study  
Option 3: [Intro to BHR Collaboration Opportunity]

### Email Text:

Dear <FIRST NAME>,

We recently emailed you about the <BHR Collaboration Name>. [OPTIONAL: <Description of How/Who and Collaborator Referral Study Name>], (Y)ou previously expressed interest in joining this innovative, internet research study. We are contacting you once again to provide you with more information and to encourage you to join today.

The goal(s) of the <BHR Collaboration Name> is/are to <brief description of the goals>. <Description of the BHR Collaboration: Ex. Reason why we are working together or Summarize the study procedures>

Enrolling is easy! Please [use the link (OR) click the button] below to be taken to a specific registration page [OPTIONAL: , where you will enter <information needed for registration>]. [OPTIONAL: This registration page is pre-filled with your unique study code: <ABC123 (referral code)> and can be accessed by clicking any of the links within this email.]

Join Now <Link to Registration>

Already a participant in the Brain Health Registry? Please let us know that you are a part of <Collaborator/Collaboration Name> by clicking here <link to login> and entering your current BHR user name and password.

Once enrolled, <description of study tasks>. All information entered in the Brain Health Registry is secure and privacy is protected.

It takes about <Time> to complete all study tasks [OPTIONAL: and you don't have to do all tasks at once. You'll receive emails reminding you to log back in and finish any remaining study tasks.]

[OPTIONAL (if study is longitudinal): In <Time>, you'll receive emails asking you to come back to the website for follow-up study tasks.]

[OPTIONAL CASPP text: Your caregiver or care partner will also have the opportunity to participate in the Brain Health Registry, which <insert goal/detailed purpose>.]

[OPTIONAL: By participating in the Brain Health Registry, you may also have the chance to learn about other research studies that you may be eligible to participant in, such as clinical trials.]

[OPTIONAL: To find out more about the research project, please visit <Link>.]

As always, your participation in research is voluntary. [OPTIONAL: your decision to participate in <BHR Collaboration Name> will not affect your involvement in the <Referral Study Name>.]

We hope you choose to join in the <**BHR Collaboration Name**> and help <**brief description of the BHR Collaboration goals**>. Thank you for your time and consideration.

Sincerely,

Brain Health Registry Team  
www.brainhealthregistry.org

PS – If you do not want to be contacted again about the <**BHR Collaboration Name**> study, please click here <**Unsubscribe Link**>.

**Please note:** *BHR Collaboration Name and logo will be used in all other email including Study Partner Portal invitation, reminder to complete tasks, completion thanks and reminders to return for follow-up visits and the unsubscribe confirmation page.*