This checklist is provided as a tool to help you track the requirements to submit a request to ENA for approval to purchase a mailing list or have your study link posted to the ENA web site.

* Do not submit this checklist to ENA.
* Completion of this checklist does not mean your request has been approved.

| **Task** | **Applies to Mailing Lists, Web Post, or Both** | **Completed** | **Notes** |
| --- | --- | --- | --- |
|  |  |  |
| * Submit documents to ENA for pre-review before seeking IRB approval (optional).
 | Both | 🞎 |  |
| * Confirm what your purchase price will be with [InFocus Marketing](https://www.infocusmarketing.com/lists/79) based on your specific recruitment needs
 | Mailing Lists | 🞎 |  |
| * Confirm all your documents to be submitted are in final form and contain no handwritten information, tracked changes, comments, etc.
 | Both | 🞎 |  |
| * Submit study proposal, which must include:
 | Both | 🞎 |  |
| * + A description of how subjects’ confidentiality will be maintained.
 | Both | 🞎 |
| * + A description of the dissemination plan for the research findings.
 | Both | 🞎 |
| * Submit all recruitment documents (postcards, cover letter, etc.) to be sent to members.
 | Both | 🞎 |  |
| * + Include a statement on recruitment materials that participant’s name and address were obtained from ENA via a mailing list purchase
 | Mailing Lists | 🞎 |
| * Submit IRB approval letter that is on institutional letterhead and includes an officiating signature from the IRB. IRB approvals received via email to the researcher are not acceptable.
 | Both | 🞎 |  |
| * Submit survey(s) documents.
 | Both | 🞎 |  |
| * Submit URL to survey(s)
 | Web Post | 🞎 |  |
| * Submit consent form (if applicable).
 | Both | 🞎 |  |