External Research Checklist

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 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	☐	
o A description of how subjects' confidentiality will be maintained.	Both	☐	
o 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	☐	

Contact us: ENR@ena.org | 847-460-4000
Revised 1/23/2026 The terms and conditions of this policy are administered by ENA Emergency Nursing Research.
The guidelines and criteria for research mailing lists and Web postings are subject to change without prior notification.

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o 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	☐	

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