

Referral policy

The referral policy describes the procedure the candidate subject goes through after registering for a specific study on the C-Lys website.

1. A candidate subject registers for a specific study on the C-Lys website using the study-specific registration form. On this registration form the candidate subject can indicate that he/she agrees to the privacy policy and the user conditions. For some of the studies the candidate subject can also indicate that he/she consents for C-Lys to contact him/her over the phone for the next steps in the process.
2. The study-specific registration form contains mandatory fields for contact information and optional fields with regard to the study. The more complete the registration form, the faster the candidate subject can continue on to the next steps in the procedure.
3. The candidate subject receives an email to confirm his/her registration.
4. C-Lys reviews the information on the registration form and gives feedback:
 1. If the answers to the questions show that the candidate subject does not meet the selection criteria of the study, he/she is informed of this by email.
 2. If the answers to the questions show that the candidate subject might meet the selection criteria of the study, he/she is informed of this by email. For some of the studies, a phone conversation between the candidate subject and a C-Lys employee follows, so that they can go through a number of additional study-specific questions (this is called pre-qualification).
 - If the answers to the questions do not meet the selection criteria of the study, the candidate subject will be informed about this by email and/or telephone call.
 - If the answers to the questions meet the selection criteria of the study, the candidate subject is placed on a list for referral to a participating study site, and he/she may be asked to come to the study site for additional explanation of the study and further selection. Should the candidate subject not be included in the study, he/she will receive an email from C-Lys once the study's recruitment period has ended. .

Important notes:

- *A pre-set number of subjects are sought for every study. C-Lys is responsible for referring possible candidates to the study sites. The referral criteria depend on the study and are submitted to a competent ethics committee beforehand.*
- *It is in everyone's interest and in the interest of the study for the candidate subject to provide correct information to C-Lys and/or to the investigator. C-Lys or akcelis cannot be held liable for no, inadequate or incorrect provision of information by the (candidate) subject to C-Lys and/or to the investigator.*
- *As soon as a person registers for a specific study on the C-Lys website, this person is added to the C-Lys database. There is no reason for a candidate subject to try and register on the website multiple times. Every candidate must be reviewed to see if he/she meets the pre-determined criteria for pre-qualification. The faster the information in question reaches us (through the online registration form or, for example, later during a phone conversation), the higher up on the list the candidate will be for referral to a study site. The number of subjects that must be included in the study can be reached at any time during the registration process, so registering for a study does not necessarily mean that a candidate will be immediately referred to a study site after a positive pre-qualification. C-Lys has no influence on the speed with which suitable candidates are found for the study nor on the selection of persons who are ultimately included in a study by an investigator.*
- *Once the number of subjects that must be included in the study has been reached, the candidate subject will be placed on a waiting list. In the event that one of the referred candidates appears not to be eligible for the study after all or no longer wishes to take part, people on the waiting list can be contacted.*