DHS Research Project Request – Harbor

Instruction for PI

Updated: 5/29/2020

Agenda

- Research Request and Process Flow
- DHS Research Project Categories and support
- Who should submit the research request form?
- DHS eForm workflow
  - 1. Submit Request to Chair
  - 2. Dept. Chair Review
  - 3. CMO Review

Research Request and Process Flow

PI requests research project approval, including estimate of DHS resource requirements

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Departmental/Unit Review

Chair/Unit Director or designee review and approve, including specific DHS resources requested

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Facility CMO and/or designee(s) review and approve

including what resources are approved based on DHS research priorities.

Potentially controversial or marginal approvals will be flagged for DHS Research Oversight Board

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Upon completion of Facility Review, PI initiates Institutional Review Board process

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Approval - Project ready for initiation

DHS Research Project Categories and support

Category	Project	DHS support
1	Research well aligned with DHS. It will have significant direct impact on clinical operations for a significant number of DHS patients	Direct DHS resources can be used to fully support projects in this category; however, researchers should make every effort to obtain extramural funding.
2	Research well aligned with DHS. The research results are expected to affect care of the population served by DHS.	Some external funding support is required to accomplish the research objectives
3	Research performed at DHS sites with potential benefit to DHS patients in the future.	DHS will allow access to resources, but the study must cover the cost of these resources.
4	Research intended to support the development of new drugs, medical devices, or procedures. These projects have potential positive impact for the DHS population (e.g. drug discovery)	DHS will allow access to resources, but the study must cover the cost of these resources.
5	Research that has no benefit to DHS or its partners and should not be conducted on a DHS campus	No DHS support
99	Not yet approved, pending for clarification, resubmit for rating	

Alignment, Impact and benefit DHS — High — No

DHS resources and support — Full — No

Who should submit the research request form?

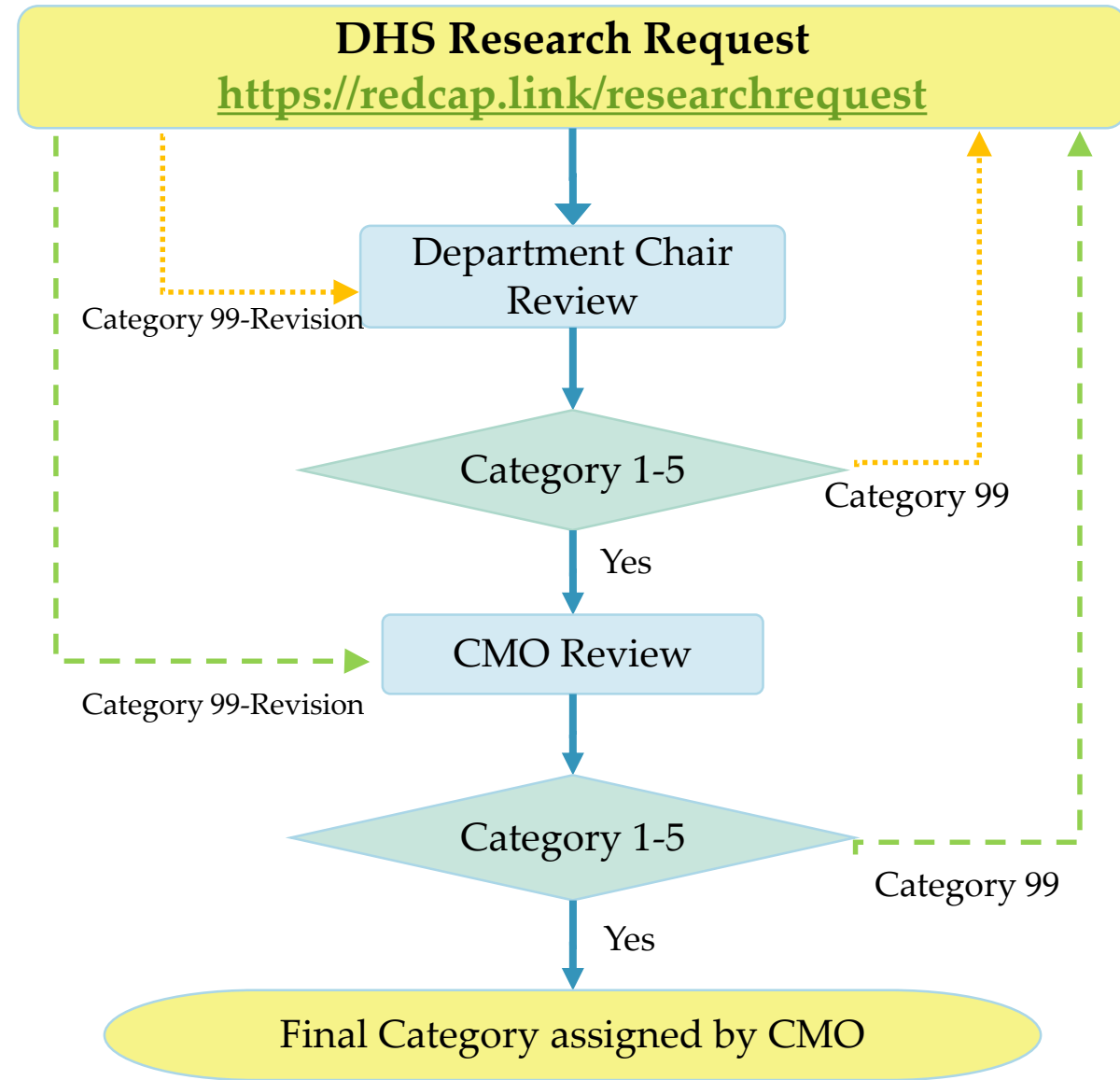If your research project need to use DHS resource, you need to submit this eForm.

DHS Resource Type:

- DHS consumables and supplies
- DHS staff time and effort
  including physician's time, administrative, IT back-end system access and clinical staff , IT and Analyst
- Fixed cost DHS resources
   e.g., space, IT front end systems, utilities, etc.
- Access to Patient Data for study
- …

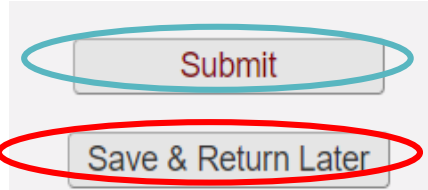# 1. Submit request to Dept. Chair

Submit request → After request is submitted
1) PI will receive submission confirmation email with application PDF attachment for reference.
2) Department chair will receive review notification.

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Notification

DHS Research Request Form – Harbor

DHS Research Project Request

Date: [   ] 📅 [Today] M-D-Y

Project Title: [   ]
* must provide value

DHS PI: [   ]
* must provide value

PI email address: [   ]
* must provide value

> PI will receive request confirmation and review status (from dept. chair and CMO office) after complete submission

Department: [▼]

Department Chair Name: [   ]

Department Chair email: [   ]
* must provide value

Your request will be forwarded to your Department Chair to review

> Dept. Chair will receive Review notification

Other faculty involved:

Submit complete request or **Save and Return Later**

Submit

Save & Return Later

If you complete the request, Click "Submit" request
*Department Chair won't receive your request until you complete and click "Submit"

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

Survey link for returning
You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.
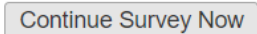
Enter email address | Send Survey Link
* Your email address will not be stored

If you need to save the incomplete request and work on it later, select 1. "Save and Return Later", 2. Enter your email address and the system will send you the a unique request link to your email for you to complete your request later.

Or if you wish, you may continue with this survey again now.

Continue Survey Now

From:xxx
Sent: _Wednesday, December 5, 2018 10:19 AM_
To:xxx

Subject: _Survey partially completed_
[This message was automatically generated.]

Thank you for partially completing the survey "i2b2 request". You may continue your progress on this survey by clicking the link below.

DHS Research Project Request Form (Harbor)

If the link above does not work, try copying the link below into your web browser:
_https://research.labiomed.org/redcap/surveys/?s=DQ2NTpqyR8&__return=1_

If you select "Save and Return Later", You will receive email with your UNIQUE request link for you to return later. Keep the link and you can always come back to update your request.

(*Please do not use the generic form link for update the same project request, each time you use the generic link (**https://redcap.link/researchrequest**), a blank record will be created.)

2. Dept. Chair Review

Submit request → Dept. Chair Review

a) Chair will receive email alert after PI submit the request:
- *Chair will receive reminder every week up to 4 times.*

b) PI/Requester will receive Chair Review status after Chair submit the review.

c) *Category 99- Re-submit to Chair for re-rating (ignore if category 1-5 is received)*

3. CMO Review

Chair Review → CMO Review

a) CMO will receive email alert if category 1-5 is assigned by Chair
- *CMO will receive reminder every week up to 4 times*

b) PI will receive CMO Review status email after CMO submit the review.

c) *Category 99- Re-submit to CMO for re-rating (ignore if category 1-5 is received)*