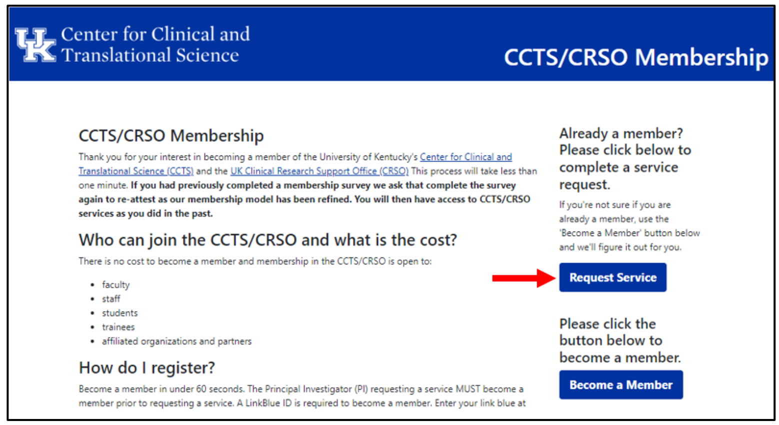
Clinical Research Support Office

Submitting a New Study/Protocol for Coverage Analysis & Calendar Building

New Study Request via REDCap CTM-WI-2006
Work Instructions

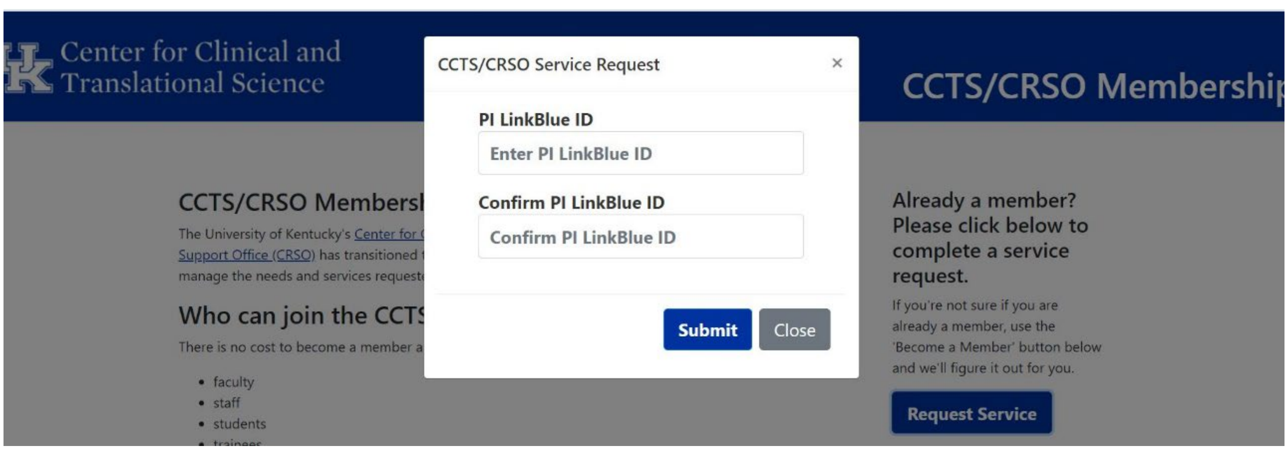
1. Submit a new study request from the CRSO webpage or from the CCTS/CRSO Membership webpage.

   Click on the **Request Service** button.

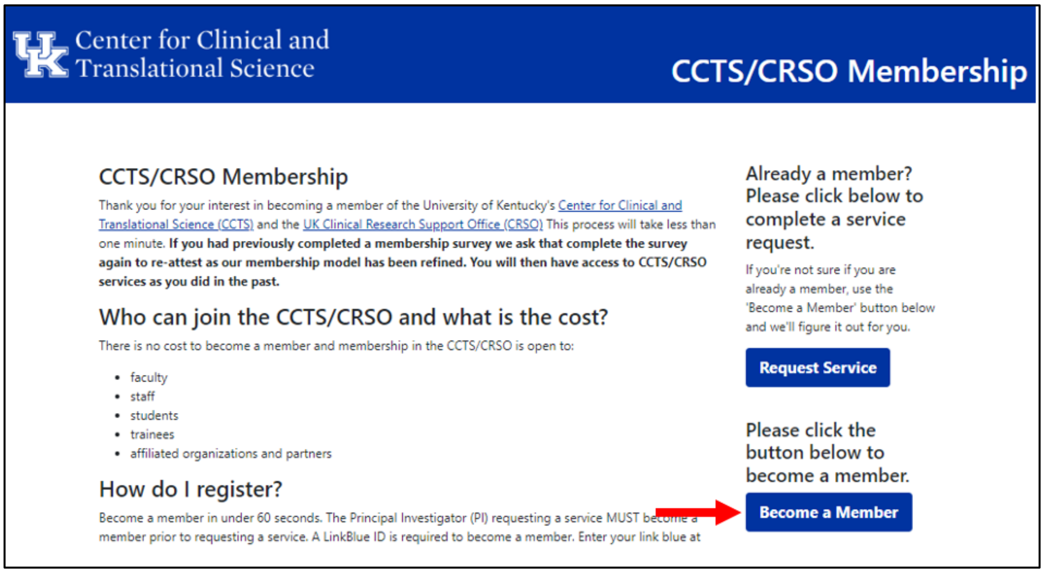


2. To create a new **Service Request Form** (SRF), enter the Principal Investigator's linkblue ID. The PI's information will auto populate into the form and will not be editable.

   NOTE: There is a section in the form where you will enter your information as a contact for this request.



3. If the PI is not a CCTS member, you will need to complete the **Become a Member** portion. To become a member, all you need is a linkblue ID and contact information.



Center for Clinical and Translational Science

CCTS/CRSO Membership

CCTS/CRSO Membership

Thank you for your interest in becoming a member of the University of Kentucky's Center for Clinical and Translational Science (CCTS) and the UK Clinical Research Support Office (CRSO) This process will take less than one minute. **If you had previously completed a membership survey we ask that complete the survey again to re-attest as our membership model has been refined. You will then have access to CCTS/CRSO services as you did in the past.**

Who can join the CCTS/CRSO and what is the cost?

There is no cost to become a member and membership in the CCTS/CRSO is open to:

- faculty
- staff
- students
- trainees
- affiliated organizations and partners

How do I register?

Become a member in under 60 seconds. The Principal Investigator (PI) requesting a service MUST become a member prior to requesting a service. A LinkBlue ID is required to become a member. Enter your link blue at

Already a member? Please click below to complete a service request.

If you're not sure if you are already a member, use the 'Become a Member' button below and we'll figure it out for you.

Request Service

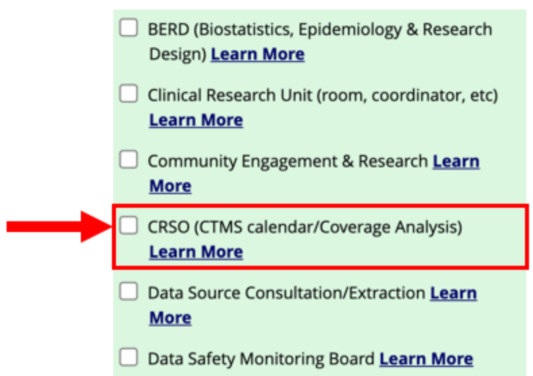
Please click the button below to become a member.

Become a Member

4. All questions/sections on the SRF with an "*" are mandatory.

5. **IMPORTANT**: To submit the study for billing review and determination of inclusion in OnCore (i.e. Coverage Analysis & CTMS build), y**ou must check the box indicated below**.

   Note: you should also check any additional CCTS services that you are interested in, no need to submit an additional SRF.



BERD (Biostatistics, Epidemiology & Research Design) Learn More

Clinical Research Unit (room, coordinator, etc) Learn More

Community Engagement & Research Learn More

CRSO (CTMS calendar/Coverage Analysis) Learn More

Data Source Consultation/Extraction Learn More

Data Safety Monitoring Board Learn More

6. Clicking on **CRSO (CTMS calendar/Coverage Analysis)** will generate an additional section on the SRF where you will answer questions about the study and upload the **Final Protocol** and **Draft or Final Consent** which are required for processing. Submission of a **Draft Budget** is also highly recommended, especially if financials will be managed in OnCore.

7. After completing the SRF, you will receive an email from REDCap, as well as the CRSO, letting you know that the request was successfully submitted.