

# STUDY WORKFLOW AND SUPPORT

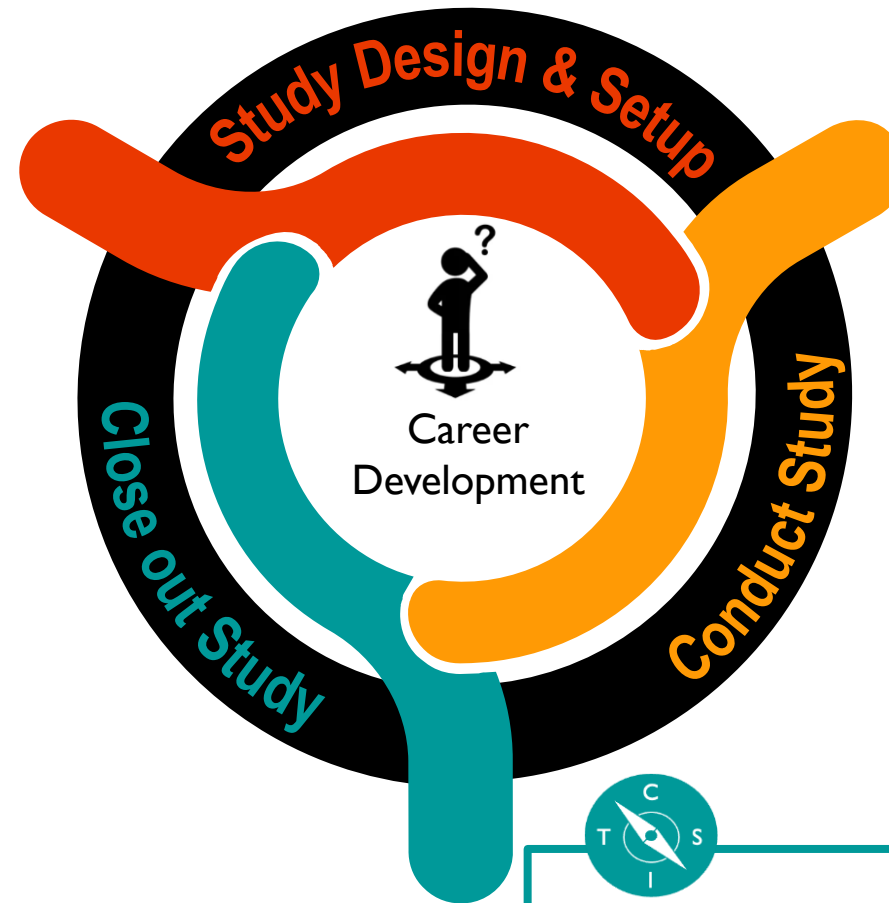
## Clinical and Translational Science Institute (CTSI) NAVIGATOR

CTSINavigation@lundquist.org



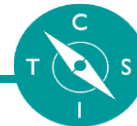
### Study Design & Setup

- Find Collaborators
- Study Feasibility | Cohort Finding
- Biostatistics & Study Design
- Institutional review Board (IRB) Submission
- Project Number, Proposal, Review, Approval & Compliance Certification (PRACC), Budgets
- Grant Submission & Contract Negotiation
- Human Subjects Training
- Radiation Safety
- Institutional animal care and use committee (IACUC) Support & Assistance
- Department of Health Services (DHS) Research Request
- Expert Consultations
  - Community
  - Special Populations
  - Health Services & Outcomes



### Conduct Study

- Investigational Drug Service
- Clinical Trials Management System (CTMS)
- Clinical Research Support (CTSI)
- Clinical and Translational Research Center (CTRC)
- Recruitment & Regulatory Support
- Data Management
- Animal Research & Biological Resources Center



### Close Out Study

- Sponsor | IRB Notification
- Record Retention Guidelines
- Media Outreach
- NIH Public Access Policy
- PubMed Central



# CAREER DEVELOPMENT

## Career Development | Faculty Consultations

- [wang@Lundquist.org](mailto:wang@Lundquist.org) (primary contact)
- [Lgmiller@g.ucla.edu](mailto:Lgmiller@g.ucla.edu)



# STUDY DESIGN & SETUP

## Find Collaborators:

- [CTSI@Lundquist.org](mailto:CTSI@Lundquist.org)

## Study Feasibility | Cohort Finding

- i2B2/ORCHID
- [rossf@emedharbor.edu](mailto:rossf@emedharbor.edu) (primary contact)
- [kabir@emedharbor.edu](mailto:kabir@emedharbor.edu)
- [Informatics.CTSI@Lundquist.org](mailto:Informatics.CTSI@Lundquist.org) (310)222-1841

## Biostatistics & Study Design:

- [ypak@Lundquist.org](mailto:ypak@Lundquist.org) (primary contact) (310) 222-1874
- [xguo@Lundquist.org](mailto:xguo@Lundquist.org) (310) 974-9316

## IRB Submission

- [ipp@Lundquist.org](mailto:ipp@Lundquist.org)

## Office of Research Administration (ORA)

- Project Number, PRACC, Budgets,
- Grant Submission, & Contract Negotiation (310) 222-3621
- Industry Sponsored Proposals
  - [Contracts@Lundquist.org](mailto:Contracts@Lundquist.org)

- Government/Non-Profit Sponsored Proposals

- [ora@Lundquist.org](mailto:ora@Lundquist.org)

- Internal or "Non-Funded" Research Proposals

- [Lgarcia@Lundquist.org](mailto:Lgarcia@Lundquist.org)

## Radiation Safety

- [dapplebaum@Lundquist.org](mailto:dapplebaum@Lundquist.org) (310) 803-5673

## IACUC Support & Assistance

- [complianceac@Lundquist.org](mailto:complianceac@Lundquist.org)

## Human Subjects Training

- IMEDRIS (iRIS) Training and Support
- [Lburrola@Lundquist.org](mailto:Lburrola@Lundquist.org) (310) 222-3624

## Collaborative Institutional Training Initiative (CITI) Research Training

- [eyiadom@Lundquist.org](mailto:eyiadom@Lundquist.org) (310) 222-3624

## DHS Research Request Form

- <https://redcap.link/researchrequest>

## DHS Data Request Form

- <https://redcap.link/datarequest>

## Expert Consultations

- CTSI Community Engagement
  - [Lgmiller@g.ucla.edu](mailto:Lgmiller@g.ucla.edu) (primary contact)
  - [efein@Lundquist.org](mailto:efein@Lundquist.org)
  - [kabir@emedharbor.edu](mailto:kabir@emedharbor.edu)
  - [bchung@mednet.ucla.edu](mailto:bchung@mednet.ucla.edu)
- Community Members
  - Pluscedia Williams, Audrey Alo, Andrea Jones, Dominga Pardo
- Special Populations
  - Children: [smith@Lundquist.org](mailto:smith@Lundquist.org)
  - Elderly: [kward@dhs.Lacounty.gov](mailto:kward@dhs.Lacounty.gov)
  - Health Disparity: [bchung@mednet.ucla.edu](mailto:bchung@mednet.ucla.edu)
- Health Services & Outcomes
  - [Lgmiller@g.ucla.edu](mailto:Lgmiller@g.ucla.edu)



# CONDUCT STUDY

## Investigational Drug Service

- [ids@Lundquist.org](mailto:ids@Lundquist.org) (310)222-7930

## Clinical Trials Management System (CTMS)

- [ctms@Lundquist.org](mailto:ctms@Lundquist.org)

## Clinical Research Support (CTSI)

- [ctsinavigation@Lundquist.org](mailto:ctsinavigation@Lundquist.org) (310) 222-2503

## Clinical and Translational Research Center (CTRC)

- Nursing, Bionutrition, Budgets
- [ctrc.ctsi@Lundquist.org](mailto:ctrc.ctsi@Lundquist.org) (310) 781-3613

## Recruitment & Regulatory Support

- [ipp@Lundquist.org](mailto:ipp@Lundquist.org)

## Data Management

- [Informatics.CTSI@Lundquist.org](mailto:Informatics.CTSI@Lundquist.org) (310) 222-1841

## Animal Research & Biological Resources Center

- [brc@Lundquist.org](mailto:brc@Lundquist.org) (310) 222-1262



# CLOSE OUT STUDY

## IRB Guidance, Record Retention Guidelines

- [complianceac@Lundquist.org](mailto:complianceac@Lundquist.org)

## Media Outreach

- [Media@Lundquist.org](mailto:Media@Lundquist.org)

## NIH Public Access Policy, PubMed Central

- [https://publicaccess.nih.gov/submit\\_process.htm](https://publicaccess.nih.gov/submit_process.htm)

## Document Management & Storage

- contact Information Systems & Technology
- [msleet@Lundquist.org](mailto:msleet@Lundquist.org) (310) 222-6519



# HOW TO GET A RESEARCH PROJECT STARTED AT THE LUNDQUIST INSTITUTE @ HARBOR UCLA (TLI) FOR STUDENTS, RESIDENTS, FELLOWS, & FACULTY

## I: Do you have a faculty mentor?

- If you are a trainee (student, resident, or fellow) you must have a mentor
- Mentor must be a TLI investigator
  - A “*TLI investigator*” is an individual who has a current or pending academic appointment and is directing research, the funding, if any, for which is administered by the Lundquist Institute
- No Mentor and/or Mentor is not a TLI investigator
  - Contact Division Chair to find mentor
  - Contact CTSI leadership for guidance finding a mentor

## Links, contact information

- [Investigator Manual](#) (overview of how to conduct research at TLI)
- CTSI
  - Christina Wang [wang@lundquist.org](mailto:wang@lundquist.org) (primary contact)
  - Loren Miller [Lgmiller@g.ucla.edu](mailto:Lgmiller@g.ucla.edu)
- To become a TLI investigator contact Human Resources
  - John Munz [jmunz@lundquist.org](mailto:jmunz@lundquist.org)

## HOW TO GET A RESEARCH PROJECT STARTED AT THE LUNDQUIST INSTITUTE @ HARBOR UCLA (TLI) FOR STUDENTS, RESIDENTS, FELLOWS, & FACULTY

### 2: Does your project require IRB submission?

- IRB submission is required for Human Subject Research
  - Use the links provided to determine whether an activity is Human Research or how it is regulated
  - Consult with the IRB for assistance
  - Complete IRB application on iMedRIS (also known as iRIS)
- IRB submission may not be required for Quality Improvement, Program Evaluation or Class/Study projects
  - Use the links provided to determine whether a proposed activity is a QI project and does not involve human subjects research
  - Always contact IRB for determination of submission requirement

### Links, contact information

- [Investigator Manual](#) (overview of how to conduct research at TLI)
- [Worksheet: Human Research](#)
- [Comparison: Characteristics of Human Subject Research vs. Quality Improvement, Program Evaluation, or Class/Study projects](#)
- [Quality Improvement or Research Worksheet](#)
- [Exemption determination worksheet](#)
  
- IRB
  - Liz Burrola ([lburrola@lundquist.org](mailto:lburrola@lundquist.org))
  
- [iMedRIS \(iRIS\)](#)

# HOW TO GET A RESEARCH PROJECT STARTED AT THE LUNDQUIST INSTITUTE @ HARBOR UCLA (TLI) FOR STUDENTS, RESIDENTS, FELLOWS, & FACULTY

## 3: How to complete human subjects training tests?

- Individuals must complete and maintain TLI training/education requirements
  - Contact the Compliance Office to determine which courses are required
  - Use link provided to determine which courses are required
  - Go to CITI Program to register.
    - Add "Lundquist Institute for Biomedical Innovation at Harbor UCLA Medical Center" as your Organization Affiliation.
  - Once you have completed the tests, email Tina to request an iMEDRIS (iRIS) account.
    - The PI will need to email Tina or be copied on the email to Tina to request an account.

## Definitions, links, contact information

- [Investigator Manual](#) (overview of how to conduct research at TLI)
- [Collaborative Institutional Training Initiative \(CITI TRAINING\)](#)
- [CITI Program website](#)
- Compliance Office
  - Tina Yiadom ([eyiadom@lundquist.org](mailto:eyiadom@lundquist.org), x3624)

# HOW TO GET A RESEARCH PROJECT STARTED AT THE LUNDQUIST INSTITUTE @ HARBOR UCLA (TLI) FOR STUDENTS, RESIDENTS, FELLOWS, & FACULTY

## 4: How to submit DHS research project request?

- Research projects in DHS vary by category (1 to 5) according to how well they ALIGN, IMPACT and BENEFIT DHS
  - Category 1 Research well aligned with DHS. It will have
    - Direct DHS resources can be used to fully support project
  - Category 5 Research has no benefit to DHS or its partners (ex. basic science research project)
    - No support
- Projects are submitted through DHS Research project online request form
  - Department chair and Chief medical Officer (CMO) will review project
  - If DHS resources are needed, a Research Order form will be emailed
  - A project category will be assigned and degree of support determined

## Definitions, links, contact information

- [DHS research project request instructions](#)
- DHS Research project online request form: <https://redcap.link/researchrequest>

# RESEARCH STUDY SUPPORT (The Lundquist Institute at Harbor-UCLA)

The Lundquist: Institute:

<https://intranet.lundquist.org/ctsi>

UCLA:

<https://www.ctsi.ucla.edu/ctrc/lundquist-harbor>

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[CTSINavigation@lundquist.org](mailto:CTSINavigation@lundquist.org)

[wang@Lundquist.org](mailto:wang@Lundquist.org)

[Lgmiller@g.ucla.edu](mailto:Lgmiller@g.ucla.edu)