It's here! Announcing the launch of our newly redesigned website, www.cats.med.arizona.edu. We have redesigned our website with the clinical research professional in mind. The primary objective of the site is to provide frequently sought information and resources at your fingertips. Explore the site to learn more.

Be sure to check out the Coordinator Corner where you will find the following resources and much more:

- Clinical Trial Start-up Process
- Clinical Research Professionals (CRP) meeting dates and locations, and other events
- Toolbox with resources for audits; source documents; Standard Operating Procedures (SOPs); and Lab certificates for CaTS, Sonora Quest, and Banner University Medical Center
- Banner UMC information on security badges for Tucson, Cerner training and access, and Huron Click CTMS training and information
- Research Administration newsletter archive

Your feedback is very important to us as we strive to develop a website that is valuable to you. Please submit comments, questions, and suggestions to VPHS-CRO@email.arizona.edu.

Introducing the New and Improved Research Intake Application (RIA)!

Because the Research Intake Form (RIF) became unstable, it has been replaced with a new process utilizing fillable PDF forms for new project submissions, amendments and retrospective chart reviews. Effective August 6, 2019, submissions to UAHS Research Administration should be made using the new forms, which are located on our website at: https://research.uahs.arizona.edu/clinical-trials/research-intake-form. Projects submitted through the RIF will no longer be accepted. The new forms are the same applications previously used in the RIF. All applications can be downloaded, edited, and saved.

Attached are the new PDF RIA forms that will be required for all research project submissions.

- New Study Submission / Feasibility Resubmission Application
- Amendment Application
- Retrospective Chart Review Application

Applications and required documents will need to be submitted via email to ResearchApp@email.arizona.edu. You will receive an email confirming receipt of your project submission. This email is for submission acknowledgement only and will not be monitored for questions.

If you have any questions regarding your submission, or need assistance with the forms, please email crc@email.arizona.edu. The research intake team is also available by phone:

Stephanie Martinez (520) 626-8097
Sarah Talvy (520) 626-6919

We appreciate everyone’s patience and understanding while we implement a new and improved intake process.
UPDATE - Banner Health Clinical Trial Sr. Managers, Tucson

There has been a change to the department assignments for the Banner Clinical Trial Sr. Managers (CTSMs). Please see the information below to determine which CTSM to contract regarding your research projects, as applicable.

Contact email for Banner Clinical Trial Sr. Managers:
Laura Tank, Laura.Tank@bannerhealth.com
Sara Knight, Sara.Knight@bannerhealth.com
Sydney Goosen, Sydney.Goosen@bannerhealth.com

Banner Hospital Billing Update

Banner Hospital Billing for the months of October 2017 – July 2019 have been reviewed and sent out to the corresponding UA Departments via UABox Health.

An email has been sent to the Business Office and Study Team contacts notifying them that their invoices have been uploaded to the UABox Health and are ready for their review.

- Please process payment promptly. If there are any discrepancies, please email ctfinance@email.arizona.edu for assistance.
- When submitting backup to FSO, please only redact the patient name and date of birth if applicable. All other information should be left visible. Please see example below (*this is a fictional bill with no HIPAA information*).
- Please send an email to ctfinance@email.arizona.edu with your DV payment information.
- Please do not Closeout and FPC any account balances if your clinical trial protocol reflects Banner services. If you are unsure, please work with your Study Team for confirmation.

Please use GL Code #4215 for all payments and purchase orders to Banner Health. This GL code was created to capture all research related expenses for ‘Various clinical trial procedures, i.e. imaging, venipuncture, labs, exams, etc.’.

This allows for smoother account reconciliation and reporting.
Billing Compliance Process for Clinical Trials Purchasing BH Services

The University of Arizona is obligated to log ALL study visits into each CTMS (Click® & OnCore). Study visits must be logged within 24 hours of occurrence whenever Banner Health (BH) services are utilized for a research study (i.e. medical imaging, ECG, clinic visits, etc.).

These services are typically scheduled via Cerner on behalf of the research patient.

ALL study visits that include BH services MUST be logged into CTMS (Click® & OnCore) within 24 hours.

- This includes research-related AND routine/standard of care.
- UA Coverage Analysis (CA) provides detailed information for billing designations.
- This process ensures that bills are routed to the correct payor and helps to alleviate and protect a study subject from being billed for research-related services.

UA Study Team Responsibility:

- Non-activated study calendar – follow the interim research process (attached) and log a Public Comment in the Click® CTMS study shell with patient name, DOB, Visit Name, BH Service.
  - BHRI Finance (BHRF) is notifying study teams when the study calendars are activated in CTMS.
- Activated study calendar – log the study visit in the activated study calendar. DO NOT log a public comment.

BHRF reviews and validates all charges logged into each CTMS against what has been billed in Cerner. Charges are then generated and billed to the research study or subject’s insurance.

- This step is comparable to the charge validation that was previously done by the study team in EPIC.

If you have questions regarding the Click® CTMS calendar (build, activation, visit entering process, etc.), contact Barb Summers at (602)-839-6026 or Barbara.Summers@bannerhealth.com.

Questions regarding the coverage analysis? Contact Research Administration at crc@email.arizona.edu.
UAHS Clinical Research Professionals (CRP) Group Meeting

If you are new to the University of Arizona Health Sciences (UAHS) research community and/or to keep up with the ever-evolving changes in UAHS research, please feel free to attend the monthly CRP group meetings. Meeting time and location changes from month to month and an email reminder is sent out prior to the monthly meeting.

To add your name to the listserv, please send an email to clinicalresearchcoordinators-request@list.arizona.edu with “SUBSCRIBE” in the subject line.

**Each department/division is responsible for sending at minimum 1 delegate to attend the CRP meeting. If a department/division cannot attend, then the manager/supervisor will need to attend a makeup session to review topics covered in the CRP meeting.**

The next meeting is Wednesday, November 13, 2019, from 12 pm to 1:30 pm in the UAHS Library, room 4150A, Tucson.

COM-Phoenix Video Conference location:
- BUMCP Conference Room 2
  1441 N. 12th Street, 1st Floor

CRP Group upcoming meeting schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>COM-Tucson location</th>
<th>COM-Phoenix Video Conference location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Nov 13, 2019</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 2</td>
<td>12:00pm - 1:30pm</td>
</tr>
<tr>
<td>Thursday, December 12, 2019</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 2</td>
<td>3pm - 4:30pm</td>
</tr>
<tr>
<td>Wednesday, January 15, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>12:00pm - 1:30pm</td>
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<tr>
<td>Wednesday, February 19, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>3pm - 4:30pm</td>
</tr>
<tr>
<td>Thursday, March 19, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>12:30pm - 2:00pm</td>
</tr>
<tr>
<td>Wednesday, April 15, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>3pm - 4:30pm</td>
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<tr>
<td>Wednesday, May 20, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>12:00pm - 1:30pm</td>
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<tr>
<td>Thursday, June 18, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>3pm - 4:30pm</td>
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<td>Wednesday, July 15, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
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<td>Thursday, August 20, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>3pm - 4:30pm</td>
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<td>Wednesday, Sept 16, 2020</td>
<td>UAHS Room 4150A</td>
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<td>Thursday, October 22, 2020</td>
<td>UAHS Room 4150A</td>
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<td>Wednesday, Nov 19, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>12:30pm - 2:00pm</td>
</tr>
<tr>
<td>Thursday, December 17, 2020</td>
<td>UAHS Room 4150A</td>
<td>BUMCP Conference Room 3</td>
<td>3pm - 4:30pm</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION AND RESOURCES

UAHS Research Administration provides guidance and assistance with the following:

- Our website: https://research.uahs.arizona.edu/
- Coverage Analysis (CA) development: contact crc@email.arizona.edu
- Clinical Trial Budget development/negotiations: contact crc@email.arizona.edu
- Contracts (CDAs, NDAs, CTAs, amendments, data use, incoming MTAs): contact UAHSContracts@email.arizona.edu
- Clinical Trial Regulatory and IRB: contact regulatory@email.arizona.edu
- Post-Award accounting and auditing: contact CTFinance@email.arizona.edu

UAHS Project Status Report:
https://research.uahs.arizona.edu/facilities-and-resources (UA NetID Login required)

Research Intake Application (RIA):
Applications and required documentation should be emailed to ResearchApp@email.arizona.edu. Instructions and the application forms can be found here:
http://research.uahs.arizona.edu/clinical-trials/research-intake-form
If you have questions, email Research Administration at crc@email.arizona.edu.

ClinicalTrials.gov Assistance:
- Non-cancer studies: Clinical Trial Regulatory: regulatory@email.arizona.edu
  Kerry-Ann Suckra, kerryanns@email.arizona.edu, (520) 621-2029
- Cancer studies: Amy Selegue, UACC-NCTN@uacc.arizona.edu,
  (520) 626-0301

UA Privacy Office: Contact PrivacyOffice@email.arizona.edu or (520) 621-1465

IRB Training Opportunities
The IRB offers training on a variety of topics each month. This is a great way to stay updated on current processes and have your questions answered. The list of upcoming sessions is located on the IRB website with instructions for signing up through UAccess Learning.
https://rgw.arizona.edu/compliance/human-subjects-protection-program/irb-training-opportunities

UA Clinical and Translational Science (CATS) Research Center
Website: http://cats.med.arizona.edu

Banner Badge Request: Contact clinicalresearch@email.arizona.edu

Banner Cerner Help: Contact the Banner IT service desk at (602) 747-4444 or in Tucson, call (520)-694-HELP (4357). Select Option 6 for assistance with Multi-factor Authentication.

Cerner Access/Training: Contact Laura Wilkes at (602) 839-3266 or Laura.Wilkes@bannerhealth.com

Banner CTMS Training and General Questions: Contact Barb Summers at (602) 839-6026 or Barbara.Summers@bannerhealth.com

REDCap Questions/Training: Contact redcap@email.arizona.edu

Sonora Quest Laboratories (SQL) 2018 Reference Manual: To request an electronic copy, contact crc@email.arizona.edu

SQL Care360 Training: Contact the Customer System Team at (602) 685-5465 or SQLCustomerSystems@SonoraQuest.com to schedule training. Please be sure to include your SQL departmental account number when requesting training.