RESEARCH ADMINISTRATION - CLINICAL TRIALS NEWSLETTER

February 2018

College of Medicine – Phoenix Research Office Open House!!

Join us for an opportunity to ask questions and learn more about the resources and services provided by the College of Medicine – Phoenix Research Office!

When: Thursday, February 1, 2018
Time: 3:00 pm – 5:00 pm
Where: 475 N. 5th Street Phoenix AZ, 85004

Refreshments will be provided. Paid parking available in the PBC garage.

For questions or to RSVP, please contact Karina Enriquez (link sends e-mail).

OPEN HOUSE - Tucson!!

Join UAHS Research Administration for an Open House at our new location.

When: Tuesday, February 13, 2018
Time: 3:30 pm – 5:30 pm
Where: 1700 E. Broadway (2-story building, one block west of Campbell Avenue)

Refreshments will be provided. Free parking in our lot and surrounding area.

ALERT!! Research Intake Form (RIF) Database Migration

The App Builder database, which supports the RIF system, will be migrated to a new server on Wednesday, February 21, 2018 at 8:00 am. The migration process will take approximately 1 hour and should be seamless. Afterwards, you will still access the RIF as you do now. All data that is saved when the migration starts will be preserved.

UA COM – Information Technology Services will post a message letting all users know about the scheduled migration (“upgrade”) this Friday. Users will see the message when they log in. If someone logs in during the upgrade, they will get a “server unavailable” message.

Banner Research Billing

UAHS Research Administration has been following up with Banner Finance regarding the status of research bills. Due to the transition from EPIC to Cerner, there is a delay in Research Billing. Banner Finance is diligently working to resolve the issue.

We have received, reviewed, and distributed billing through September 29, 2017. If you have a study which is closing and requires final research invoices from Banner, please email annetm@email.arizona.edu.
Do you need help with the IRB and Regulatory Process?

Our office is here to help!
Some of our regulatory services include:

- Assistance with processing regulatory start-up documents such as 1572, financial disclosures, protocol signature pages, etc.
- Protocol and informed consent development and review
- Research Intake Form (RIF) submissions
- Assistance with completing and submitting IRB forms

If you would like to utilize our services, please send us an email at regulatory@email.arizona.edu.

IRB-Approved Informed Consent Forms (ICFs)

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 clinicalresearch coordinators-request@list.arizona.edu with “SUBSCRIBE” in the subject line.

Conflict of Interest (COI) Reminder

The UA IRB Application for Human Research requires confirmation of Financial Conflict of Interest Disclosure. The IRB will contact the COI department to check whether all Investigators on a project have completed the training and disclosure. This training is embedded in the Online Disclosure located at: https://uavpr.arizona.edu/COI/

After the initial disclosure, please remind your investigators of the following:

1. **All Investigators:** All Investigators should update or re-certify their disclosures:
   - annually, between June 1st and June 30th;
   - within 30 days of acquiring a new significant financial interest or significant personal interest; and
   - as may be required by the Human Subjects Protection Program.

2. **Disclosed Outside Interest:** If you have a disclosed significant financial interest or a disclosed significant personal interest, you should also update and re-certify your disclosure:
   - for each new proposal;
   - for each new or continuing award;
   - for non-sponsored projects; and
   - for new IRB protocols.

3. **PHS/NIH Funded Research:** If you conduct research funded by a Public Health Service Agency (including the National Institutes of Health), you should update and re-certify your disclosure whenever your travel is sponsored or reimbursed by an entity other than (a) a U.S. federal, state, or local government agency, (b) a U.S. institution of higher education as defined at 20 U.S.C. 1001(a), or (c) an academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education.

For detailed instructions to complete the disclosure, please see Instructions for Completing Your Financial Disclosure at https://rgw.arizona.edu/compliance/conflict-interest-program/individual-conflict-interest-research/instructions-completing-your-financial-disclosure.

Please contact The University of Arizona’s Conflict of Interest Program if you have any questions at coi@email.arizona.edu or 520-626-7879.
CRP Group upcoming meeting schedule:

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<thead>
<tr>
<th>Date</th>
<th>UAHS Clinical Research Professionals (CRP) Group Meeting</th>
<th>COM-Tucson location</th>
<th>COM-Phoenix Video Conference location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thurs., February 15, 2018</td>
<td></td>
<td>AZCC Rm 2920</td>
<td>BUMCP Conf Room #3 (1441 N 12th Street, 1st floor, PHX)</td>
<td>3 pm - 4:30pm</td>
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<td>COMP BSPB Conf Room (475 N 5th Street, 9th floor, Room E983)</td>
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<td>Wed., March 21, 2018</td>
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<td>UAHS Rm 4150A</td>
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<td>Thurs., April 19, 2018</td>
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<td>Wed., May 16, 2018</td>
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<td>Thurs., June 21, 2018</td>
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GENERAL INFORMATION AND RESOURCES

UAHS Research Administration provides guidance and assistance with the following:

- Coverage Analysis (CA) development: contact crc@email.arizona.edu
- Clinical Trial Budget development/negotiations: contact crc@email.arizona.edu
- Routing and monitoring of contracts (CTAs, data use, amendments): contact crc@email.arizona.edu
- Clinical Trial Regulatory and IRB: contact regulatory@email.arizona.edu
- Post-Award accounting and auditing: contact annetm@email.arizona.edu

Research Intake Form (RIF):

Instructions and the form can be found here.

If you have questions, email Research Administration at crc@email.arizona.edu or call Julie Johnson at (520) 626-7114.

ClinicalTrials.gov Assistance:

Non-cancer studies:
- Tucson: Kerry-Ann Suckra, kerryanns@email.arizona.edu, (520) 621-2029
- Phoenix: Elena Young, elenay@email.arizona.edu, (602) 827-9963

Cancer studies: Stephanie Martinez; ssmartin@email.arizona.edu, (520) 626-9083

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 at https://rgw.arizona.edu/compliance/human-subjects-protection-program/irb-training-opportunities with instructions for signing up through UAccess Learning.

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

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 Ashwini Roy-Chaudhury (520) 626-2527 or aroychaudhury@email.arizona.edu

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

Sonora Quest Laboratories (SQL) 2017 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.