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 CTFinance@email.arizona.edu.

Clinical and Translational Science (CATS) Research Center Fees

The billing rates for CATS were approved by the FSO Rate Study Team. If you have any questions about the fees or what services/items they include, please contact Maria Gordon at 520-626-5472 or mgordon@email.arizona.edu.

New CATS Rates Effective 07/01/2017:

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage Fee, unassisted</td>
<td>$37 / hour</td>
</tr>
<tr>
<td>Usage Fee, assisted</td>
<td>$47 / hour</td>
</tr>
<tr>
<td>Unassisted Consulting Service</td>
<td>$100 / hour</td>
</tr>
</tbody>
</table>

New IRB Smart Forms

New forms are posted online that allow the forms to be completed with Adobe Reader. Please use the current version of Adobe Reader, which is available for free here.

Written signatures on the forms are no longer required. An email approval attached to the IRB submission for department or scientific approval is sufficient.

You can find information regarding the IRB smart forms (fillable pdf forms) on their website: https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index

General instructions: https://rgw.arizona.edu/sites/default/files/hspp_pdf_form_download_instructions.pdf

For additional guidance, please contact the IRB at 520-626-6721 or VPR-IRB@email.arizona.edu.

IRB-Approved Informed Consent Forms (ICFs)

Upon receipt of the initial UA or central IRB approval for your project, please email the IRB-approved consent form(s) to crc@email.arizona.edu.

These are required for billing compliance and to verify congruency between the ICF, CA, and contract.
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.

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.
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.

The next meeting is Wednesday, March 21, 2018, from 12 pm to 1:30 pm in the Health Sciences Library, room 4150A, Tucson.

COM-Phoenix Video Conference locations:
- BUMCP Conf Room #3 (1441 N 12th Street, 1st floor, PHX)
- COMP BSPB Conf Room (475 N 5th Street, 9th floor, Room E983)

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>Wed., March 21, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conf Room #3 (1441 N 12th Street, 1st floor, PHX)</td>
<td>12pm - 1:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Thurs., April 19, 2018</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>
</tr>
<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Wed., May 16, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conf Room #3 (1441 N 12th Street, 1st floor, PHX)</td>
<td>12pm - 1:30pm</td>
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<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Thurs., June 21, 2018</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>
</tr>
<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Wed., July 18, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conf Room #3 (1441 N 12th Street, 1st floor, PHX)</td>
<td>12pm - 1:30pm</td>
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<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Thurs., August 16, 2018</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></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Thurs., October 18, 2018</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>
</tr>
<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
<td></td>
</tr>
<tr>
<td>Wed., November 21, 2018</td>
<td>UAHS Rm 4150A</td>
<td>BUMCP Conf Room #3 (1441 N 12th Street, 1st floor, PHX)</td>
<td>12pm - 1:30pm</td>
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<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</td>
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<tr>
<td>Thurs., December 13, 2018</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>
</tr>
<tr>
<td></td>
<td></td>
<td>COMP BSPB Conf Room (475 N 5th Street, TBD)</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 CTFinance@email.arizona.edu

Please visit our website at: https://research.uahs.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 SQLCustomerSytems@SonoraQuest.com to schedule training. Please be sure to include your SQL departmental account number when requesting training.