

# DHS Research Project Request – Harbor

<https://redcap.link/researchrequest>

Instruction for PI

Updated: 7/30/2020, v3

# Agenda

- Research Request and Process Flow
- DHS Research Project Categories and support
- Who should submit the research request form?
- DHS Research Project Request workflow
  - 1. Submit RPR form to Chair
  - 2. Dept. Chair Review
  - 3. CMO Review
  - (4. *Submit RO Form*
  - 5. *RO Review*)

# DHS Research Project Categories and support

Alignment, Impact and benefit DHS

High

No

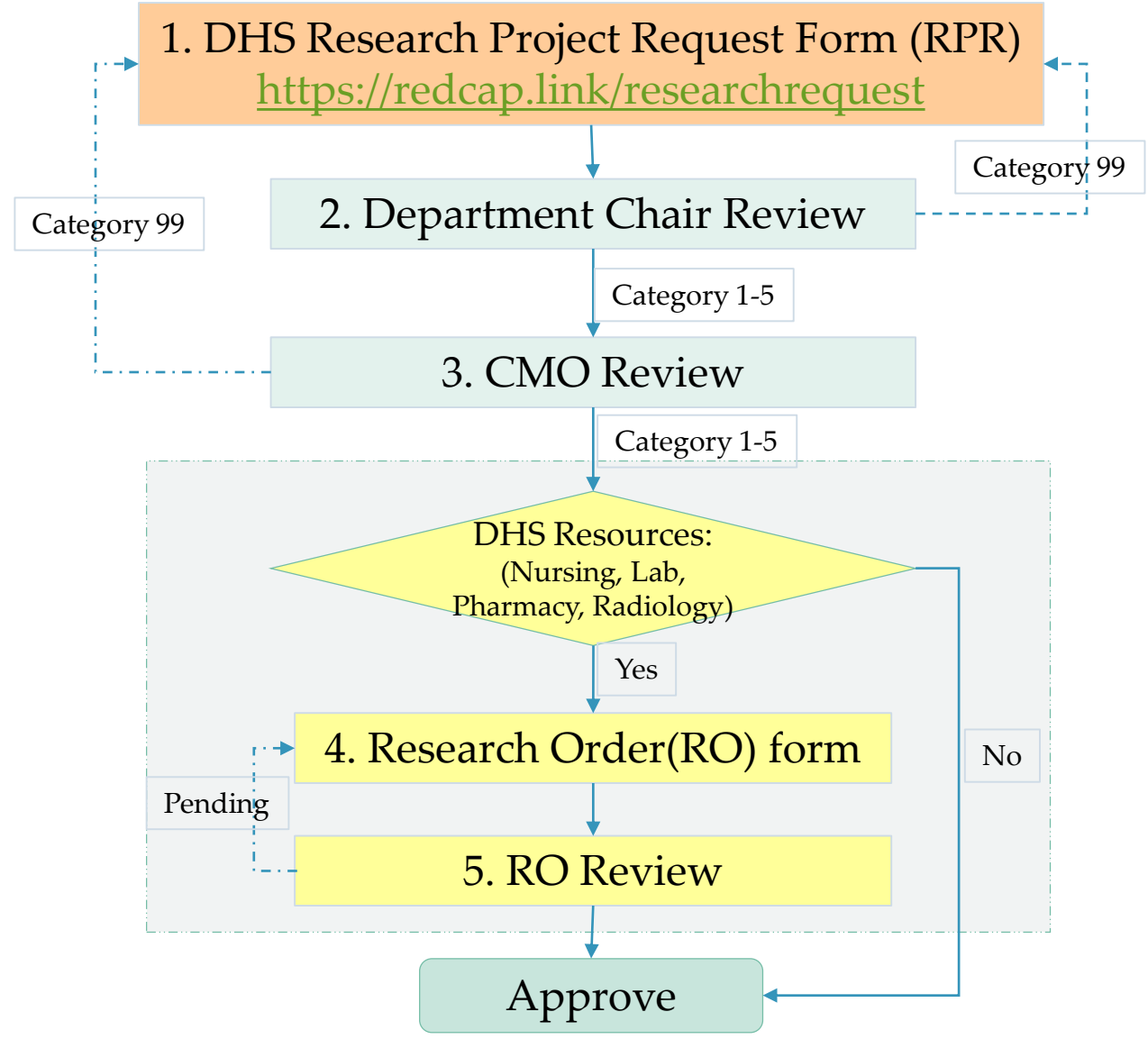
Category	Project	DHS support
<b>1</b>	Research well aligned with DHS. It will have <b>significant direct impact</b> on clinical operations for a significant number of DHS patients	Direct DHS resources can be used to <b>fully support</b> projects in this category; however, researchers should make every effort to obtain extramural funding.
<b>2</b>	Research well aligned with DHS. The research results are <b>expected to affect care of the population</b> served by DHS.	<b>Some external funding</b> support is required to accomplish the research objectives
<b>3</b>	Research performed at DHS sites with <b>potential benefit</b> to DHS patients in the future.	DHS will allow access to resources, but the study <b>must cover the cost</b> of these resources.
<b>4</b>	Research intended to support the development of <b>new drugs, medical devices, or procedures</b> . These projects have potential positive impact for the DHS population (e.g. drug discovery)	DHS will allow access to resources, but the study <b>must cover the cost</b> of these resources.
<b>5</b>	Research that has <b>no benefit to DHS</b> or its partners and should not be conducted on a DHS campus	<b>No DHS support</b>
<b>99</b>	Not yet approved, pending for clarification, resubmit for rating	

Full

No

DHS resources and support







# DHS Research Project Request Form (RPR) – Harbor

## DHS Research Project Request

Date:

  Today M-D-Y

Project Title:

\* must provide value

DHS PI:

\* must provide value

PI email address:

\* must provide value

PI will receive request confirmation and review status (from dept. chair and CMO office) after complete submission

Department:

 ▼

Department Chair Name:

Department Chair email:

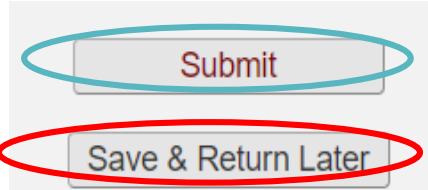
\* must provide value

Your request will be forwarded to your Department Chair to review

Dept. Chair will receive Review notification

Other faculty involved:

# Submit complete request or save incomplete request



If you **complete** the request, Click “Submit” request  
**\*Department Chair won’t receive your request until you complete and click “Submit”**

## Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

### Survey link for returning

You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.

\* Your email address will not be stored

If you need to save the incomplete request and work on it later, select 1. **“Save and Return Later”**, 2. Enter **your email** address and the system will send you the a unique request link to your email for you to complete your request later.

Or if you wish, you may continue with this survey again now.

**From:xxx**

**Sent:** Wednesday, December 5, 2018 10:19 AM

**To:xxx**

**Subject:** Survey partially completed

[This message was automatically generated.]

Thank you for partially completing the survey "i2b2 request". You may continue your progress on this survey by clicking the link below.

[DHS Research Project Request Form \(Harbor\)](#)

If you select “Save and Return Later”, You will receive email with your **UNIQUE request link** for you to return later. Keep the link and you can always come back to update your request.  
  
(\*Please do not use the generic form link for update the same project request, each time you use the generic link (<https://is.gd/eformharbor>), a blank record will be created.)

If the link above does not work, try copying the link below into your web browser:

[https://research.labiomed.org/redcap/surveys/?s=DQ2NTpqyR8&\\_\\_return=1](https://research.labiomed.org/redcap/surveys/?s=DQ2NTpqyR8&__return=1)



## 2. Dept. Chair Review

Submit request → Dept. Chair Review

- a) Chair will receive email alert after PI submit the request:
  - *Chair will receive reminder every week up to 4 times.*
- b) PI/Requester will receive Chair Review status after Chair submit the review.
- c) *Category 99- Re-submit to Chair for re-rating (ignore if category 1-5 is received)*



# CMO review email to Requester

Category 99	no RO:	RO required:
<p><b>From:</b> <a href="mailto:amahajan@dhs.lacounty.gov">amahajan@dhs.lacounty.gov</a></p> <p><b>To:</b> [requester]; [pi]</p> <p><b>CC:</b> [chair]</p> <p><b>BCC:</b></p> <p><b>Subject:</b> RPR#581 Status-PI:-Status of CMO Review for DHS research project request:"test"</p>	<p><b>From:</b> <a href="mailto:amahajan@dhs.lacounty.gov">amahajan@dhs.lacounty.gov</a></p> <p><b>To:</b> [requester]; [pi]</p> <p><b>CC:</b> [chair]</p> <p><b>BCC:</b></p> <p><b>Subject:</b> RPR#581 Status-PI:-Status of CMO Review for DHS research project request:"test"</p>	<p><b>From:</b> <a href="mailto:amahajan@dhs.lacounty.gov">amahajan@dhs.lacounty.gov</a></p> <p><b>To:</b> [requester]; [pi]</p> <p><b>CC:</b> [chair]</p> <p><b>BCC:</b></p> <p><b>Subject:</b> RPR#581 Status: Pending on RO-PI:-:"test"</p>
<p>Dear Dr. Your DHS Research Project Request#<b>581</b> Project Title: "test" has been reviewed by CMO/Designee. IRB: Here is the your project category assigned by CMO/Designee: <b>Project category: 99</b></p> <p>CMO comment to PI: =====</p> <p><b>Message:</b> <b>Instruction for project with category 99</b> <i>If you receive Category 99-(not yet approved-need to resubmit revision for re-rating), you can communicate with CMO to clarify any questions you may have. Please submit your final revision by click the link below:</i> <b><u>Revision</u></b> 1. select Version: "<b>Revision</b>" (revision section will show on Page 3) 2. update application in page 2 if needed. 3. enter information in revision section (page 3) 4. select "<b>Resubmit to CMO for review and re-rating</b>" (CMO will receive review alert when you select "yes")</p>	<p>Dear Dr. Your DHS Research Project Request#<b>581</b> Project Title: "test" has been reviewed by CMO/Designee. IRB: Here is the your project category assigned by CMO/Designee: <b>Project category: x</b> <b>Status: Approved, no Research Order is required</b></p> <p>CMO comment to PI:</p> <p><i>* Please keep this information and provide it to the IRB and/or DHS service provider if required.</i></p>	<p>Dear Dr. Your DHS Research Project Request#<b>581</b> Project Title: "test" has been reviewed by CMO/Designee. IRB: Here is the your project category assigned by CMO/Designee: <b>Project category: x</b> <b>DHS Resource Requested: 1-Nursing, 2-Lab</b> <b>Status: Pending on Research Order Form</b></p> <p><b>Message:</b> <i>IRB will need:</i> 1) This CMO category letter/email 2) Research Order (RO) approval letter/email * If you receive category 1-4, you will receive email to complete the Research Order (RO) form. RO form need to be approved by CMO or HRMC (Hospital Research MD Coordinator)</p> <p>CMO comment to PI:</p>

# 4. Research Order Form

If any of the DHS resources are selected: DHS nursing, Lab, Pharmacy, Radiology RO form will be emailed to requester:

Time sent: **07/29/2020 3:21pm**

From: Sent automatically via Automated Invitations from [amoazzez@dhs.lacounty.gov](mailto:amoazzez@dhs.lacounty.gov);

To: **xxx**

Subject: **RO#xxx, DHS Research Order Form for “[project title]”**

You have selected DHS resources (Nursing/Lab/Pharmacy/Radiology) in your Research Request #xx- “[project title]. please click the link below to upload the Research Order Form.

You may open the survey in your web browser by clicking the link below:

[Research Order Form](#)

If the link above does not work, try copying the link below into your web browser:

xxxxx

This link is unique to you and should not be forwarded to others.

# 5. RO Review Status to Requester/PI

- a) RO reviewer will receive email alert right after PI submit the RO form. Reviewer will receive reminder every week up to 3 times
- b) after RO reviewer submit the review, Requester/PI/Chair will receive RO review status email (bcc Reviewer and CMO)
- c) Pending status require requester to re-upload revised RO form and resubmit for review

## RO review status to Requester/PI:

<b>From:</b>	<a href="mailto:amoazzez@dhs.lacounty.gov">amoazzez@dhs.lacounty.gov</a> ;
<b>To:</b>	[requester]
<b>CC:</b>	[pi]; [chair]
<b>Subject:</b>	RO#581 Status-PI:-Research Order Review for:"test"
<b>Message:</b>	<p>Dear Dr. Your DHS Research Order#<b>581</b> Project Title: "test" has been reviewed.</p> <p><b>Status: Approve</b></p> <p><i>* Please keep this information and provide it to the IRB and/or DHS service provider if required.</i></p> <p>Reviewer comment to PI/Requester:</p> <hr/> <p><b>Instruction for project with RO status Pending Only. Please ignore the following if you receive approval above.</b></p> <p><i>If you receive Pending-(not yet approved-need to resubmit for review), you can communicate with reviewer (:) to clarify any questions you may have. Please enter your final revision by click the link below (you can upload modified Research Order Form and/or leave comment:</i></p> <p><b><u>ResearchOrder</u></b></p> <ol style="list-style-type: none"> <li>1. Upload new version of Research Order form</li> <li>2. Leave comment to reviewer</li> </ol> <p>Thanks</p>