PI or Study Team responsible to complete UHT Research Request Form on REDCap.

PI or Study Team upload and submit completed form to IBIS.

Data Specialist reviews completed UHT Research Services/Resources Request form for accuracy.

Form Completed

Yes: UHT Ancillary team to coordinate FRC meeting with UHT stakeholders, PI and study team.

No: PI and/or Study Team will present study in FRC meeting to UHT Key Stakeholders.

UHT Ancillary Team will send back to PI or Study Team to complete missing information.

Once completed, resubmit.

Data Specialist reviews completed UHT Research Services/Resources Request Form for accuracy.

UHT Ancillary team to coordinate FRC meeting with UHT stakeholders, PI and study team.

PI and/or Study Team will present study in FRC meeting to UHT Key Stakeholders.

Form Completed

Yes: Present Study workflow with pertinent details (Study Budget Agreements, UHT Dept Approval Status) to UHT Admin Leadership.

No: FRC proposes and finalizes study workflow based on study protocol complexity level (1-3).

Provide minutes of FRC meeting to attendees with approval status specific to UHT departments.

Schedule Follow up FRC meeting.

Yes: Provide minutes of FRC meeting to attendees with approval status specific to UHT departments.

No: Schedule Follow up meeting.

Follow up meeting required

FRC proposes and finalizes study workflow based on study protocol complexity level (1-3).

Provide minutes of FRC meeting to attendees with approval status specific to UHT departments.

Study Team provides in-service to departments involved in study protocol workflow.

UHT Ancillary approval to be reflected in IBIS.

Approval UHT Admin Leadership

YES

NO

Pending inquiry resolved

YES

NO

Study cannot be executed at UHT.

IMPORTANT!! Be sure to select UHT as a site and Ancillary Reviewer in IBIS. This step is mandatory to initiate review process.

Schedule Follow up meeting with UHT administration, PI, and department leads to discuss inquiries made.

Estimated Time for UHT Ancillary Approval:
The Clinical Study requesting UHT support will be categorized into one of the following three categories:

Complexity Level 1: Study Protocol requires only 1 UHT Ancillary or Nursing Department for Clinical Study Support or Clinical Research protocol is considered an Observational Study. Estimated Work Flow Planning: 1st Initial Feasibility Research Committee Meeting Estimated Time Frame of Planning: 1-2 Weeks.


Complexity Level 3: Study Protocol Requires 3 or More UHT Ancillary Or Nursing Departments for Clinical Study Support or Clinical Research protocol is considered an Interventional Study with Moderate to High acuity. Estimated Work Flow Planning: Initial Feasibility Research Committee Meeting Plus 2-4 Follow Up FRC Meetings. Estimated Time Frame of Planning: 4-6 Weeks.

Estimation of Time does not include Budget planning and approval for Clinical Study.