



SPARC Request User Guide: Creating a New Request

Please use Mozilla Firefox, Google Chrome or Apple Safari browser to access the system. The system is not fully compatible with Internet Explorer.

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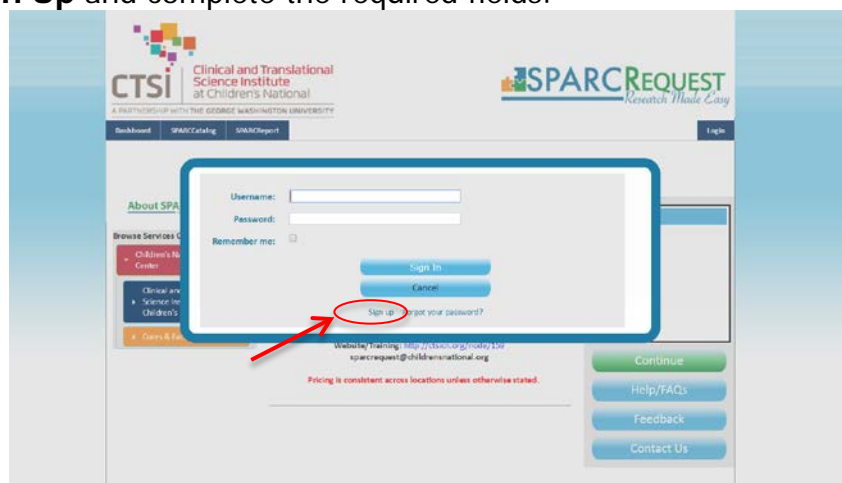
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Creating an Account

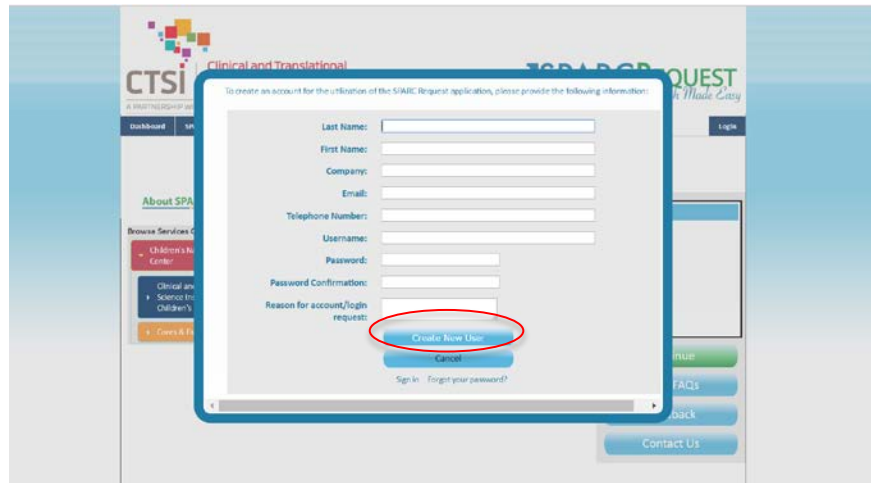
1. First time users, please visit <https://sparc.ctsinc.org> to create a new SPARC Request account. Click on the **Login** button.



2. Click on **Sign Up** and complete the required fields.



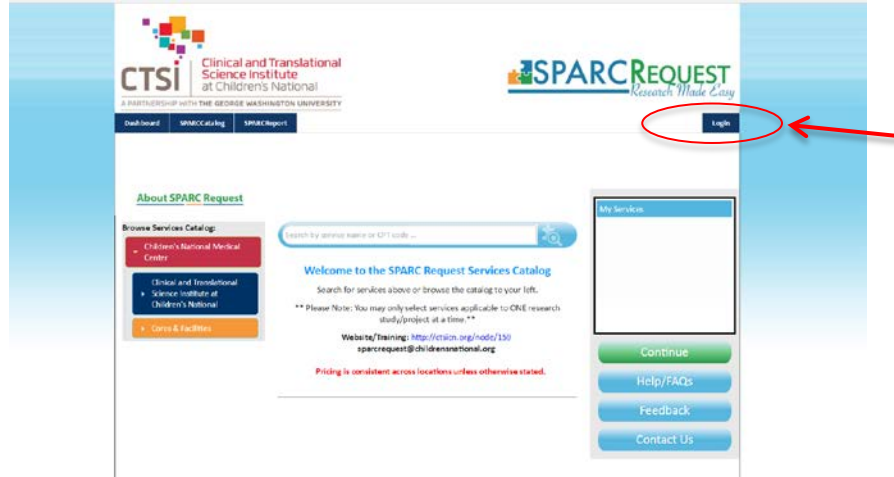
3. Click on **Create New User** after completing the required fields. **Please allow 24 hours for your account to be approved.**



The screenshot shows a web form for creating a new user. The form is titled "To create an account for the utilization of the SPARC Request application, please provide the following information:". It contains several input fields: Last Name, First Name, Company, Email, Telephone Number, Username, Password, and Password Confirmation. Below these fields is a "Reason for account/login request:" label and a text area. At the bottom of the form, there are three buttons: "Create New User" (highlighted with a red circle), "Cancel", and "Sign In - Forgot your password?". The background shows the website header with the CTSI logo and the SPARC Request logo.

Logging In

1. Returning users please visit <https://sparc.ctsinc.org> and click on **Login** to log into the system using your SPARC Request login and password.

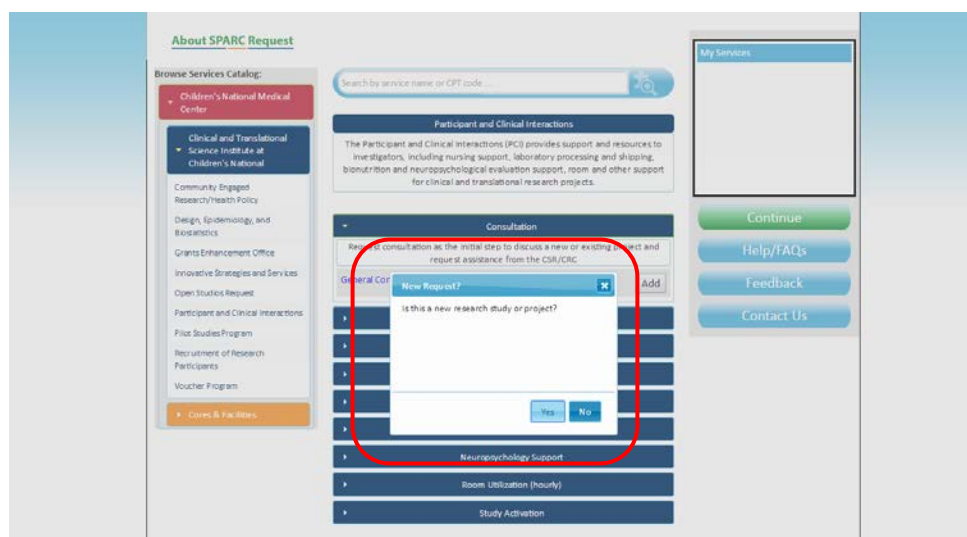


Selecting a Service

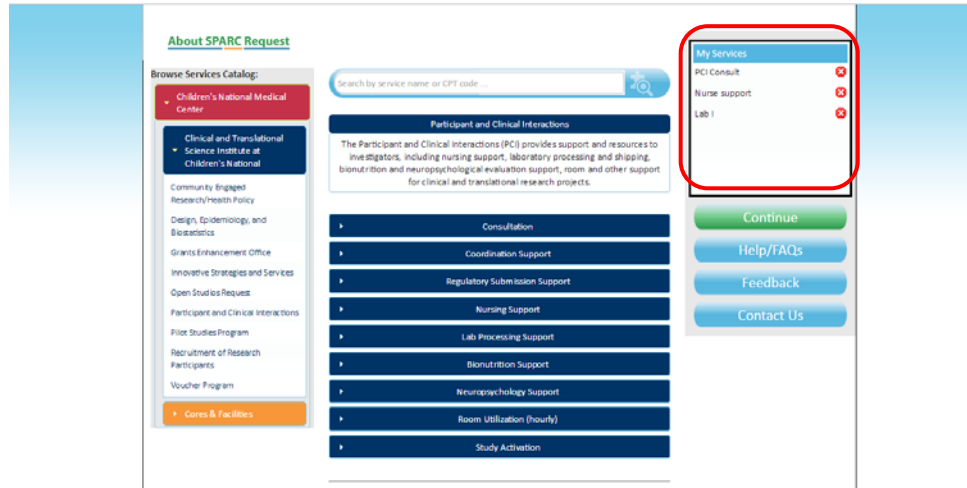
1. On the **SPARC Request Resources Catalog** page, select the desired service provider (e.g. Community Engaged Research/Health Policy; Design, Epidemiology and Biostatistics) on the left to add services or search for a specific service by using the search function in the middle of the page.



2. Once the desired service has been selected, click on the **Add** button to add the service to the **My Services** shopping cart. A pop up question will ask **"Is this is a new research study or project?"** click on yes to proceed.

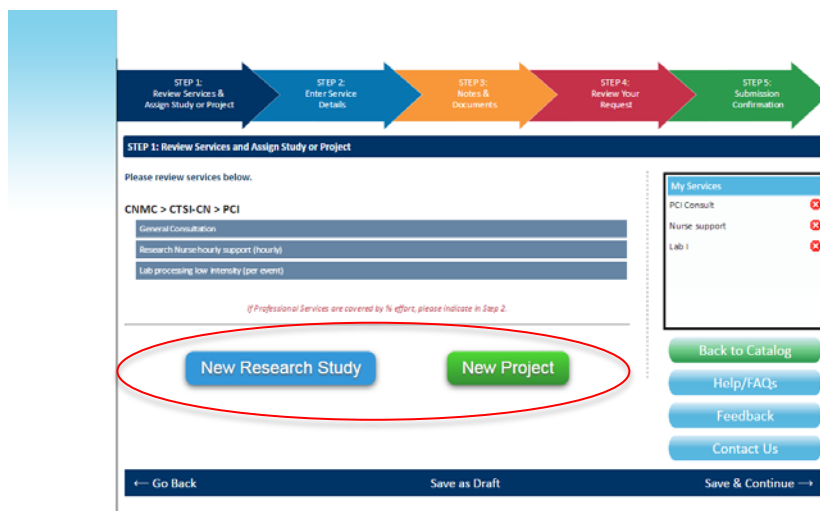


- Your requested service(s) will appear in your shopping cart. To delete a service click the red **X** to the right of that service. **For first time users all requests should start with a General Consultation.** Click on **Continue** once you have added all of the desired services to your shopping cart.



STEP 1: Review Services and Assign a Study or Project

- Select whether you are conducting a **new research study** or **new project**. A **Research Study** is an individual research study with defined aims and outcomes. Use **Project** for non-study specific service requests, or anything that is not a study.



- Please complete the protocol information, paying particular attention to items marked with an asterisk. For studies involving human subjects, check the **Human Subjects** box and enter the requested IRB information. Click on the **Continue** button at the bottom of the page to proceed.

- To search and add authorized users to the study/project, type in the first or last name of the user. Click on **Add Authorized User** to add users to the request. **All projects must have a Primary PI and the PI must have a SPARC Request account in order to be added to the request.** Once you have completed all of the required fields, click **Save & Continue**.

Research Study/Project Authorized Users:			Proxy Rights (Select appropriate level of study/project rights)			
Name:	Actions:	Role:	Member Only:	View Rights:	Request/Approve Services:	Authorize/Change Study Changes:
Camilla Colvin		Primary PI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- When all of the information has been entered correctly, a new study will be created and a SPARC Request ID (SRID) will be assigned by the system. Click **Save & Continue** to move to Step 2.

STEP 2A: Enter Protocol Dates

Please enter the estimated study start and end dates as well as the estimated recruitment start and end dates. For requests made through the PCI/CRU, add the number of study **ARMS** and fill in the number of **Subjects** and **Visits** as appropriate. When finished click **Save & Continue**.

STEP 2B: Visit Calendar

1. If one-time fees are selected, enter the information in the **Quantity (N)** field; note that it will automatically be populated with the minimum amount, but you are able to indicate more. For PCI/CRU requests, enter at which visits each service will be performed with a checkmark in the **Template Tab**.

STEP 1: Review Services & Assign Study or Project → STEP 2: Enter Service Details → STEP 3: Notes & Documents → STEP 4: Review Your Request → STEP 5: Submission Confirmation

STEP 2B: Visit Calendar

- R = Research
- T = Third Party (PT) Insurance
- % = % Effort

Template Tab | Quantity/Billing Tab | Quantity Display Tab | Consolidated Request Tab

Resources	Status	Unit Costs		Clinical Qty Type	N	Jump To: Visits 1 - 5 of 5					Total Per Patient	Total Per Study
		Resource Rate	Year Cost			Visit 1	Visit 2	Visit 3	Visit 4	Visit 5		
Per Patient/Visit Resources - Screening Phase												
CRMC - CY20-21 - PCI												
General Consultation	Draft	\$0.00	\$0.00	Per event	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
Research Nurse hourly support (hourly)	Draft	\$93.00	\$27.90	Per hour	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$187.50	\$2,790.00
LAB processing (per event)	Draft	\$11.00	\$3.30	Per event	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$22.00	\$330.00
Maximum Total Direct Costs Per Patient						\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Maximum Total Per Patient						\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Total Costs (Per Patient/Visit Resources) Per Study - Screening Phase												\$3,300.00

← Go Back Save as Draft Save & Continue →

Pricing is consistent across locations unless otherwise stated.

2. For PCI/CRU requests, toggle to **Quantity/Billing Tab** to change the quantity of services and indicate how individual services are funded (R for research, T for third party, and/or % for percent effort). For example, two hours of nursing are needed so in the R column, the quantity was changed from 1 to 2. When completed, click **Save & Continue**.

STEP 1: Review Services & Assign Study or Project → STEP 2: Enter Service Details → STEP 3: Notes & Documents → STEP 4: Review Your Request → STEP 5: Submission Confirmation

STEP 2B: Visit Calendar

- R = Research
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Template Tab | Quantity/Billing Tab | Quantity Display Tab | Consolidated Request Tab

Resources	Status	Unit Costs		Clinical Qty Type	N	Jump To: Visits 1 - 5 of 5					Total Per Patient	Total Per Study
		Resource Rate	Year Cost			Visit 1	Visit 2	Visit 3	Visit 4	Visit 5		
Per Patient/Visit Resources - Screening Phase												
CRMC - CY20-21 - PCI												
General Consultation	Draft	\$0.00	\$0.00	Per event	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
Research Nurse hourly support (hourly)	Draft	\$93.00	\$27.90	Per hour	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$279.00	\$2,790.00
LAB processing (per event)	Draft	\$11.00	\$3.30	Per event	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00	\$330.00
Maximum Total Direct Costs Per Patient						\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Maximum Total Per Patient						\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Total Costs (Per Patient/Visit Resources) Per Study - Screening Phase												\$6,000.00

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Pricing is consistent across locations unless otherwise stated.

STEP 2C: Enter Subsidy Information

1. If your services are eligible for a subsidy/funding award you will be prompted to fill in **PI Contribution**. The PI Contribution is referring to how much the PI is contributing to the total cost of the individual services for a given program/provider/core. When completed, click **Save & Continue**.

The screenshot shows a five-step navigation bar at the top: STEP 1: Review Services & Assign Study or Project (blue), STEP 2: Enter Service Details (blue), STEP 3: Notes & Documents (orange), STEP 4: Review Your Request (red), and STEP 5: Submission Confirmation (green). Below the navigation bar is the title "STEP 2C: Enter Requested Subsidy Information" and a note: "The services selected below may be eligible for a funding award or subsidy to cover some or all of the costs of the services. For example, SCTR (CTSAs) provides funding awards for the Research Forum." A table displays the following data:

Institution/Provider/Program/Core	Total Estimated Costs	Study Contribution	% Requested Subsidy
CMMC - CTS CN - PC1	56,050.00	<input type="text"/> % percent of cost	OR \$ <input type="text"/> amount of funding

Below the table is a link: "To request additional research funding go to sctr.musc.edu". On the right side, there are four buttons: "Back to Catalog", "Help/FAQs", "Feedback", and "Contact Us". At the bottom, there are three navigation options: "Go Back", "Save as Draft", and "Save & Continue".

STEP 3: Additional Notes & Information

1. If you have documents to include with your submission, click **Add a New Document**. **Be sure to upload the study protocol, IRB approval letter and informed consent documents.**

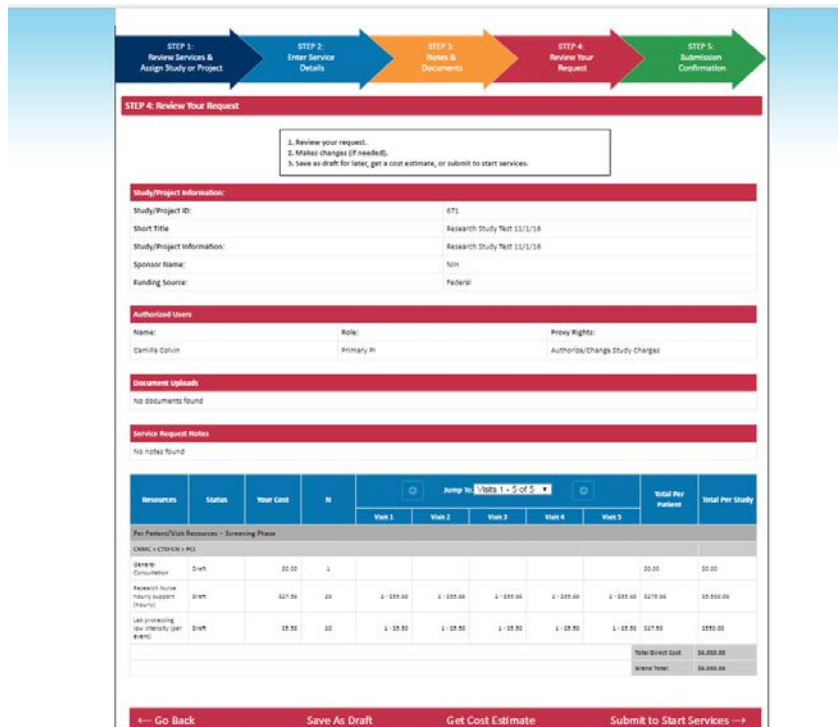
The screenshot shows a five-step navigation bar at the top: STEP 1: Review Services & Assign Study or Project (blue), STEP 2: Enter Service Details (blue), STEP 3: Notes & Documents (orange), STEP 4: Review Your Request (red), and STEP 5: Submission Confirmation (green). Below the navigation bar is the title "STEP 3: Shared Documents & Notes" and a list of instructions: "1. Click Add New Document. 2. Check the service providers you wish to receive the document in the Allow Access column. 3. Select the file you wish to upload and click Upload." Below the instructions, it says "No documents found" and there is a blue button labeled "Add a New Document". Below the button is a text area with the prompt "Please add any additional information that may be helpful to service providers." On the right side, there are four buttons: "Back to Catalog", "Help/FAQs", "Feedback", and "Contact Us". At the bottom, there are three navigation options: "Go Back", "Save as Draft", and "Save & Continue".

- Select the **Type** of document and click on **Choose File**. You must authorize access to the document by checking the box under **Allow Access**. Click **Upload**. You may upload as many documents as needed. When completed, click **Save & Continue**.



STEP 4: Review Your Request

Review all of the details of your service request. If you wish to make changes click **Go Back** to take you to the section where changes are required. If everything is correct click **Submit to Start Services**.



STEP 5: Submission Confirmation

A confirmation screen will appear with contact information for each service provider and resource request ID. From step 5 you can either access the user portal to edit information or you can click **“Download my Service Request”** to obtain a copy for your records.

STEP 5: Submission Confirmation

Thank you for submitting your service request(s) through SPARC Request. An email has been sent to each of your service providers and they should be contacting you soon. If you have any questions or concerns, please don't hesitate to contact the SUCCESS Center at 797-8300 or success@msc.edu.

Date Submitted:	Service Request ID#	Institution:	Provider:	Program/Care:	Contact:
11/01/2016	671-0001	CNNC	CTS-DN	PCI	Camilla Colvin (ccolvin@childernational.org)

[Download my Service Request](#) [Go to Dashboard](#)