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 <u>not</u> fully compatible with Internet Explorer.

Version 3.0
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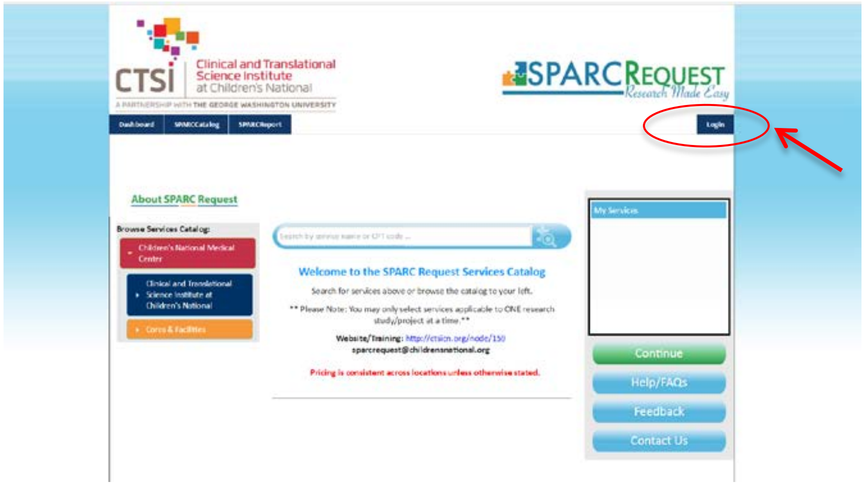
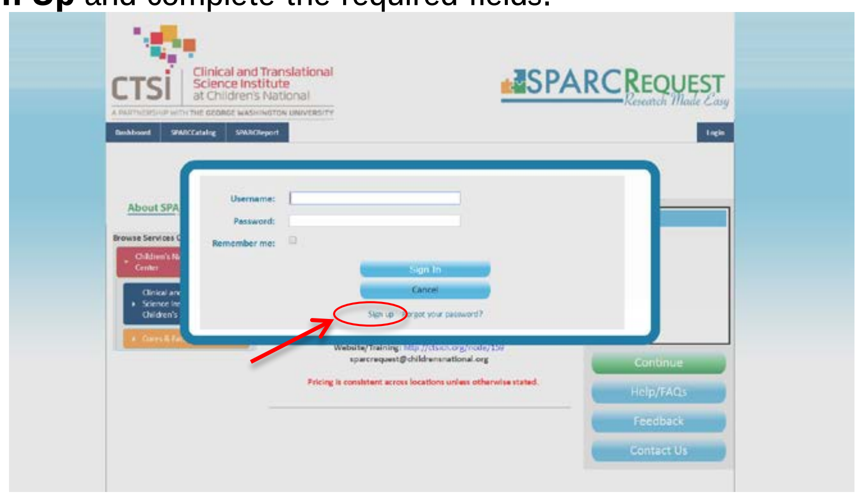
Creating an Account

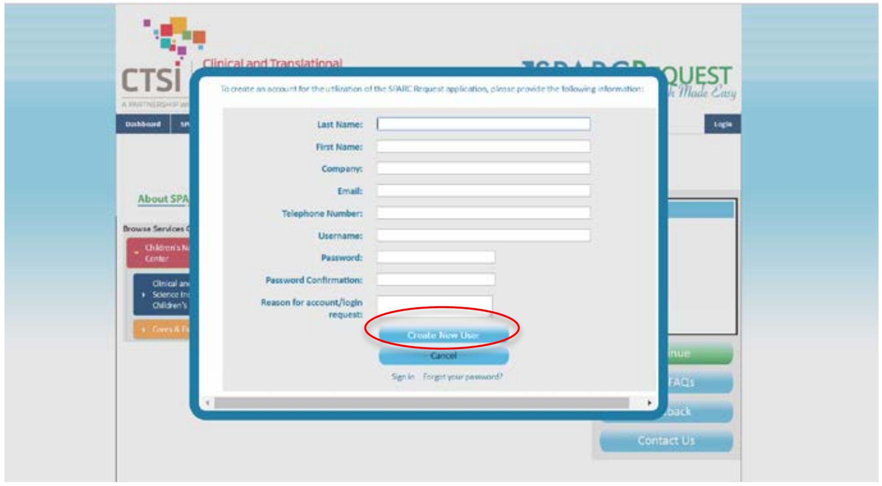
1. First time users, please visit https://sparc.ctsicn.org to create a new SPARC Request account. Click on the **Login** button.



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

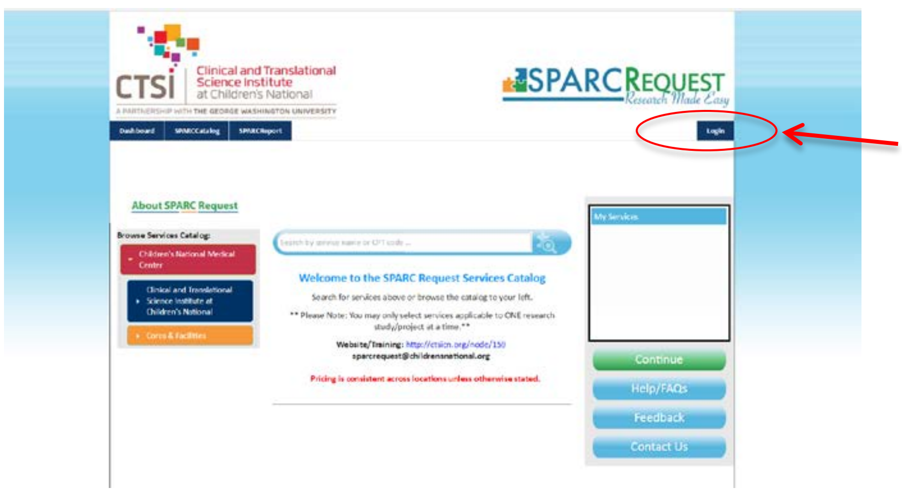


3. Click on **Create New User** after completing the required fields. **Please allow 24 hours for your account to be approved.**



Logging In

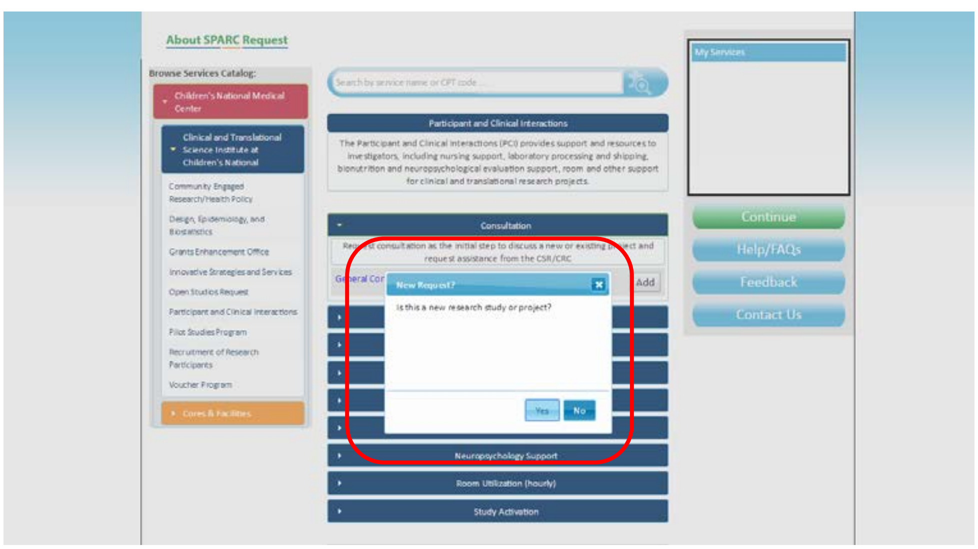
1. Returning users please visit https://sparc.ctsicn.org and click on **Login** to log into the system using your SPARC Request login and password.



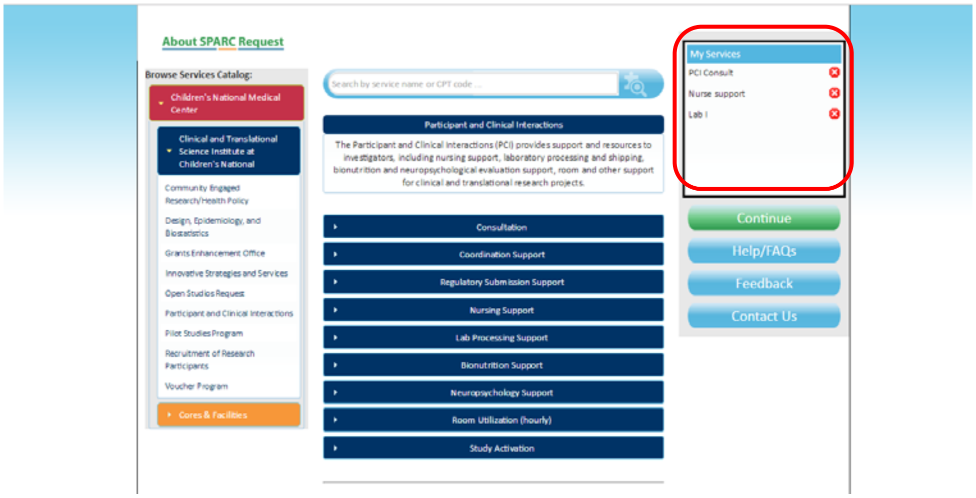
Selecting a Service

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.

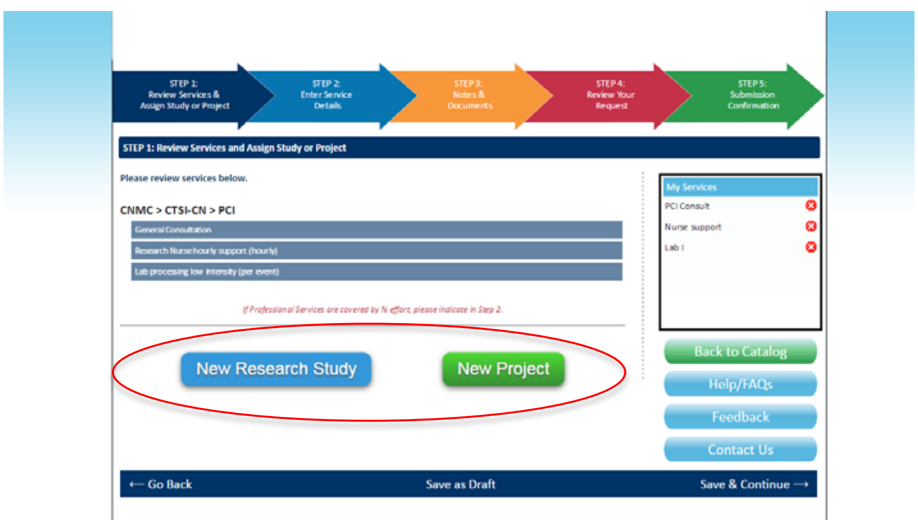


3. Your requested service(s) will appear in your shopping cart. To delete a service click the red **X** to the right of that service. **For first time users all requests should start with a General Consultation.** Click on **Continue** once you have added all of the desired services to your shopping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

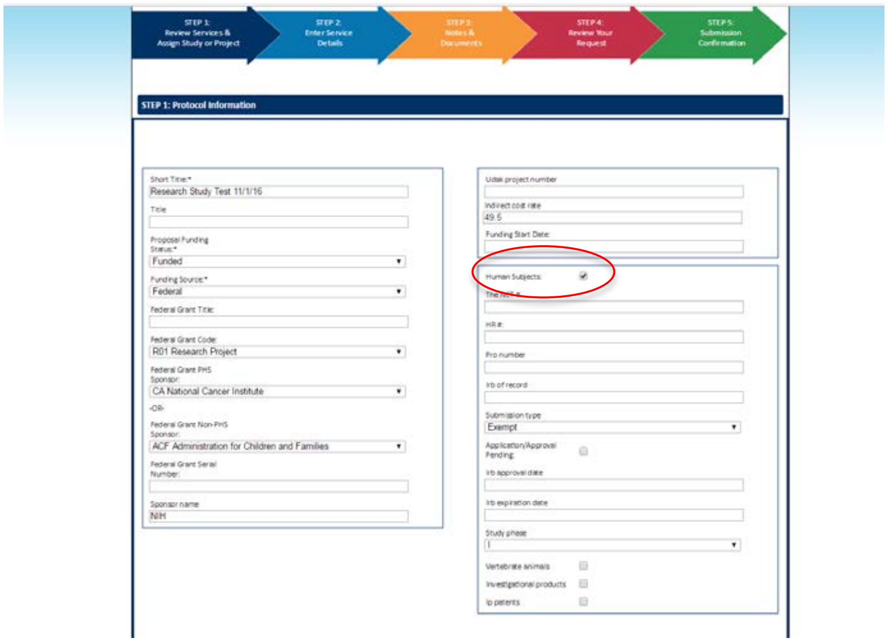


STEP 1: Review Services and Assign a Study or Project

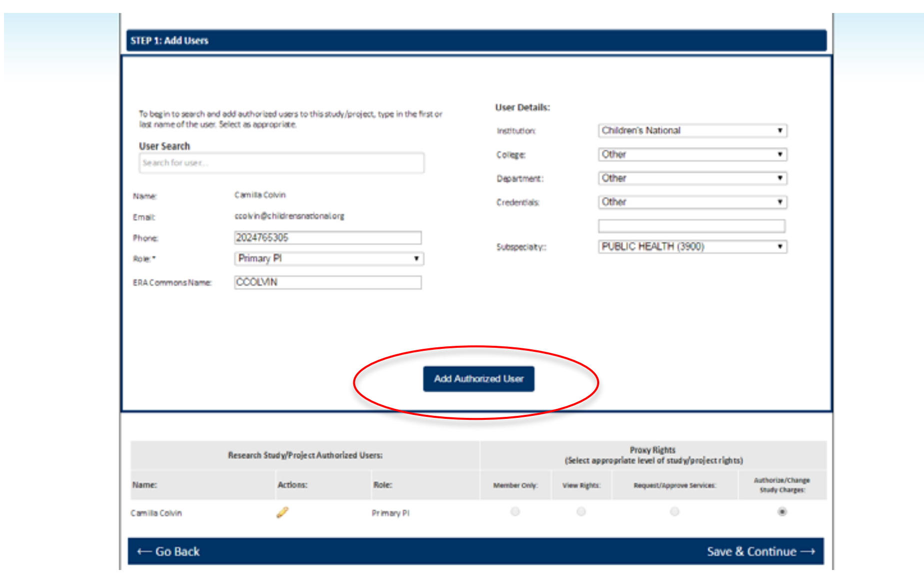
1. Select whether you are conducting a **new research study** or **new project**. A **Research Study** is an individual research study with defined aims and outcomes. Use **Project** for non-study specific service requests, or anything that is not a study.



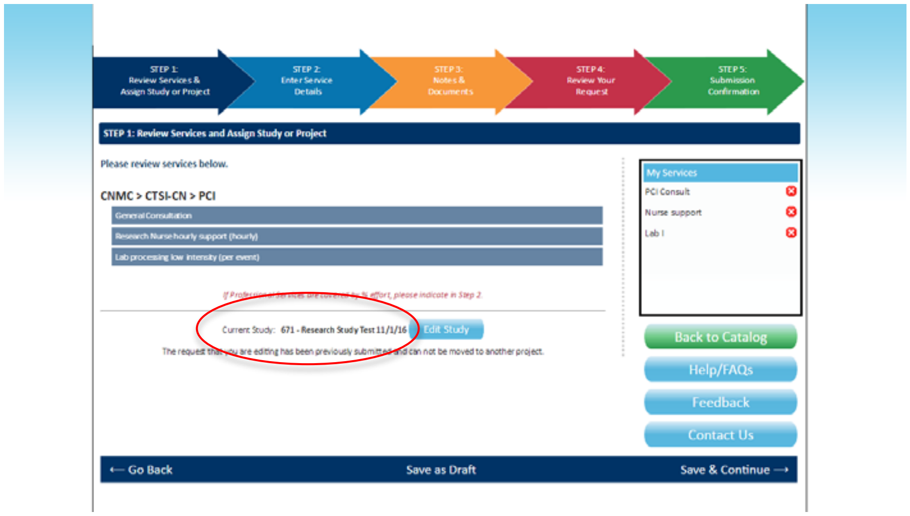
2. Please complete the protocol information, paying particular attention to items marked with an asterisk. For studies involving human subjects, check the **Human Subjects** box and enter the requested IRB information. Click on the **Continue** button at the bottom of the page to proceed.



3. 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**.

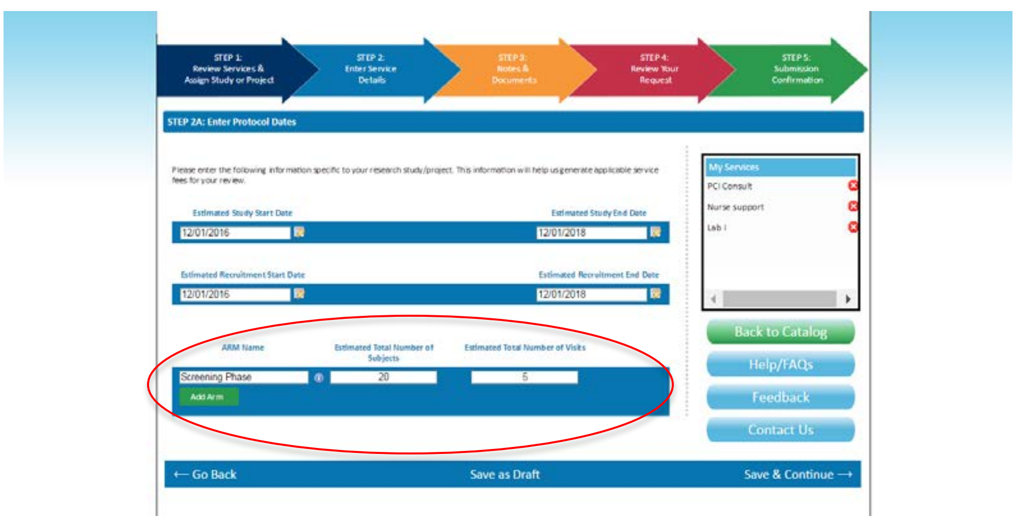


4. When all of the information has been entered correctly, a new study will be created and a SPARC Request ID (SRID) will be assigned by the system. Click **Save & Continue** to move to Step 2.



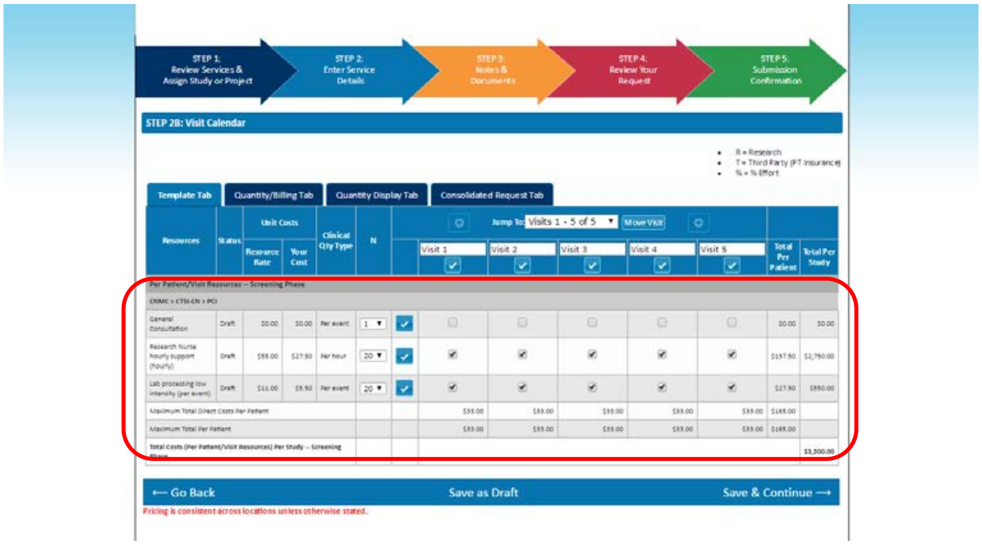
STEP 2A: Enter Protocol Dates

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**.

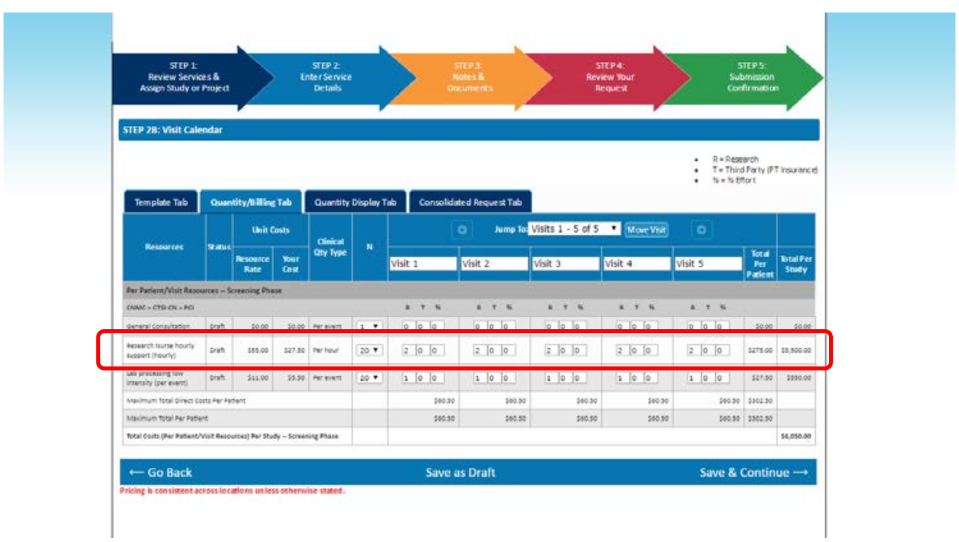


STEP 2B: Visit Calendar

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**.

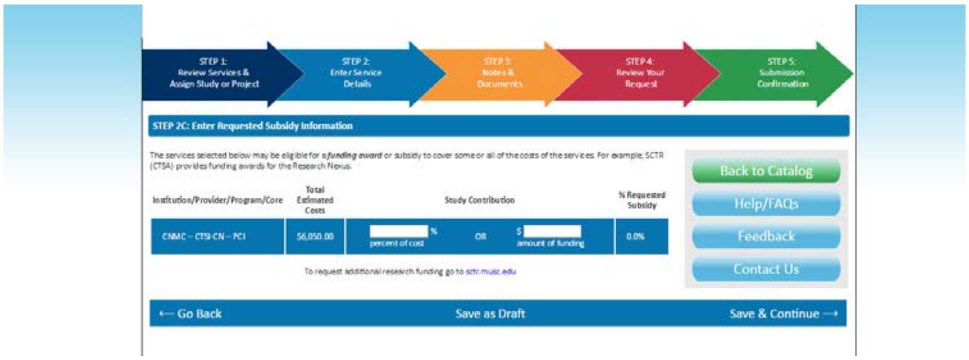


2. For PCI/CRU requests, toggle to **Quantity/Billing Tab** to change the quantity of services and indicate how individual services are funded (R for research, T for third party, and/or % for percent effort). For example, two hours of nursing are needed so in the R column, the quantity was changed from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



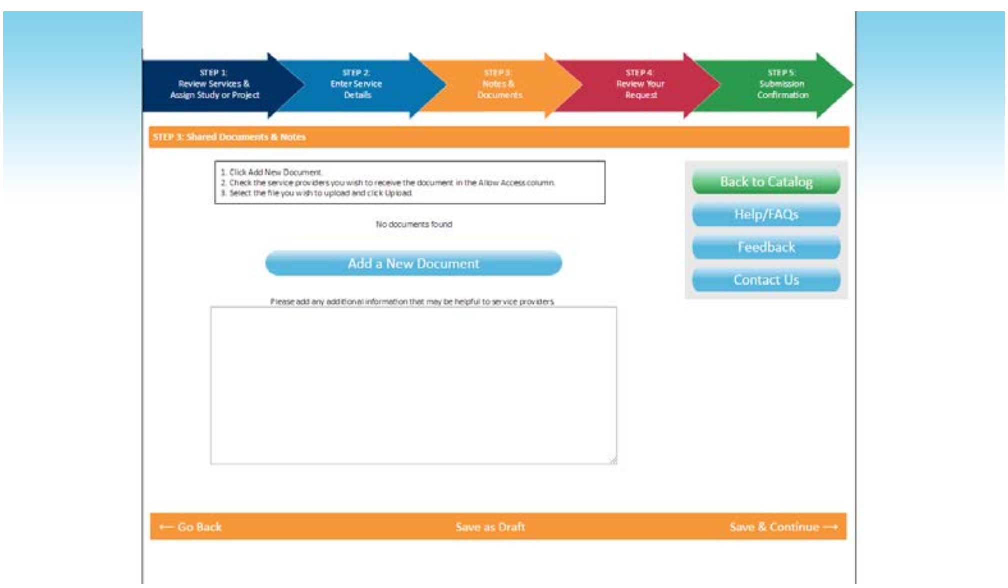
STEP 2C: Enter Subsidy Information

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.**

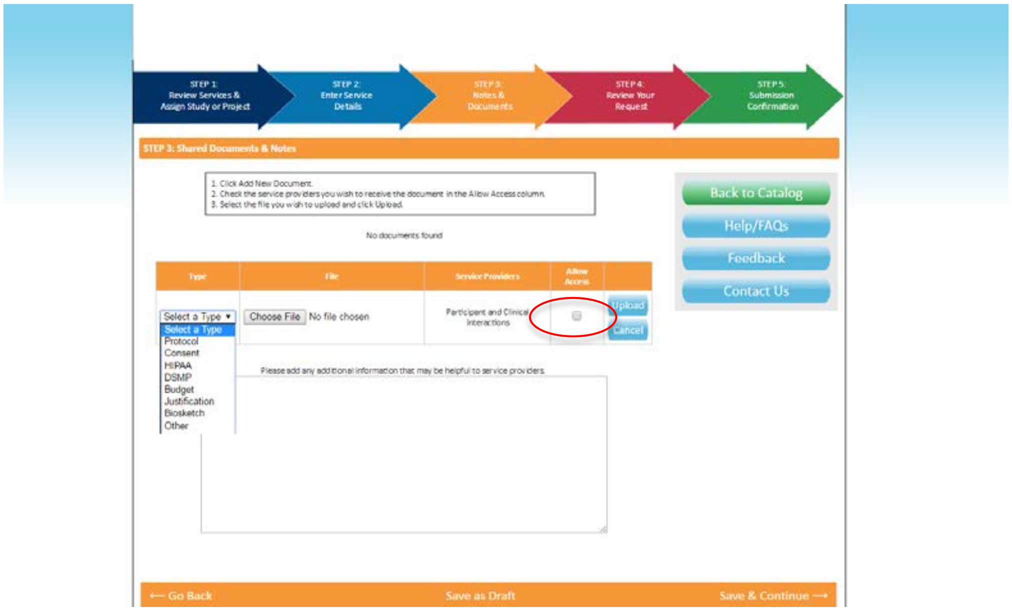


STEP 3: Additional Notes & Information

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.**

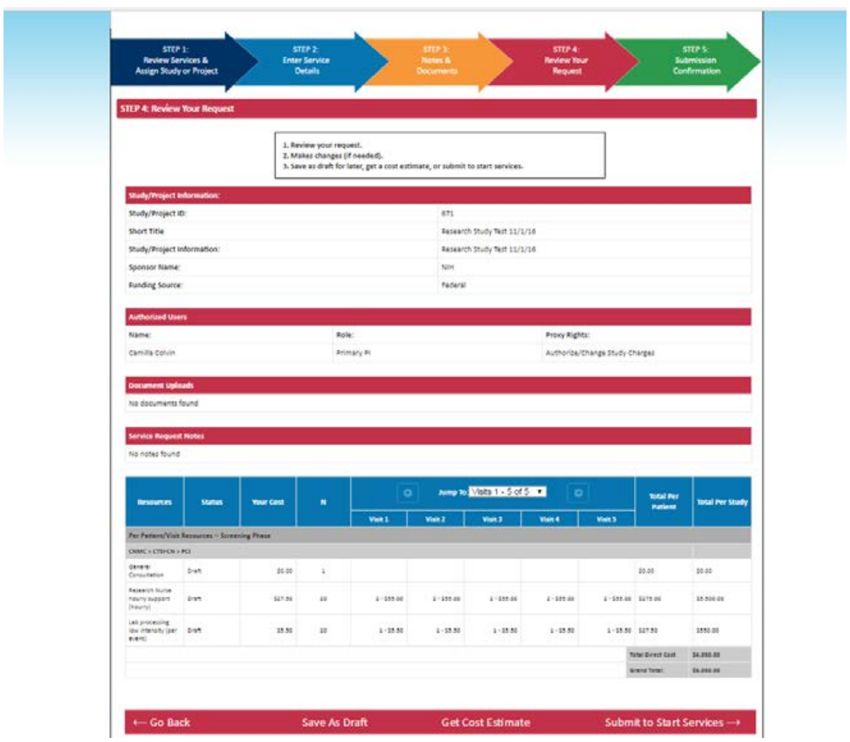


2. Select the **Type** of document and click on **Choose File**. You must authorize access to the document by checking the box under **Allow Access**. Click **Upload**. You may upload as many documents as needed. When completed, click **Save & Continue.**



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.