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.
Table of Contents

Creating an Account .................................................................................................................. 2
Logging In .................................................................................................................................. 3
Selecting a Service .................................................................................................................... 4
STEP 1: Review Services and Assign Protocol ..................................................................... 6
STEP 2A: Enter Dates and Arm Information ......................................................................... 8
STEP 2B: Visit Calendar .......................................................................................................... 9
STEP 2C: Enter Subsidy Information ..................................................................................... 10
STEP 3: Notes & Documents ................................................................................................ 10
STEP 4: Review Your Request ............................................................................................... 11
STEP 5: Submission Confirmation ......................................................................................... 12
Creating an Account

1. First time users, please visit https://sparc.ctsinc.org to create a new SPARC Request account. Click on “Don’t have an account? Sign up”.

2. Complete all required fields marked with an asterisk (*). Click on “Create Account”. Please allow 24 hours for your account to be approved.
Logging In

1. Returning users please visit https://sparc.ctsicn.org, enter your login ID and password and click on “Login” to log into the system.
Selecting a Service

1. On the **SPARC Request Resources Catalog** page, click on “CTSI-CN v2.0 Modules” to see a list of the resources and services available through each module.

2. Click on the module (i.e. Participant and Clinical Interactions) and select the service that is being requested (i.e. General Consultation). Once the desired service has been selected, click on “Add” to add the service to the “My Services” shopping cart.
3. A pop up question will ask “Would you like to enter a new study or project into SPARCRequest?” select “Yes” to proceed.

4. Your requested service(s) will appear in your shopping cart. To remove a service that appears in your shopping cart, click the red “X” to the right of that service. Click on “Continue” once all desired services have been added to your shopping cart.
STEP 1: Review Services and Assign Protocol

1. Review the requested services, and select whether you are conducting a **New Research Study** or **New Project**. Choose **New Research Study** for a research study with defined aims and outcomes. Choose **New Project** for non-study specific service requests, or anything that is not a research study.

2. Complete the requested study information, paying particular attention to items marked with an asterisk (*).
To add a **Primary PI** to the study/project, type in the first or last name of the user and then click on “Save”. **All projects must have a Primary PI and the PI must have a SPARC Request account in order to be added to the request.**

3. When all information has been entered correctly, a new study will be created and a Study ID will be assigned by the system. You can add additional users to the request by clicking on the green “**Add an Authorized User**” button. Click “**Save & Continue**” to move to Step 2.
STEP 2A: Enter Dates and Arm Information

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 by clicking on the “Edit” button. When finished click “Save & Continue”.

![SPARC Request Interface](image-url)
STEP 2B: Visit Calendar

1. If one-time fees are selected, change the information in the “Quantity (N)” field. For PCI/CRU requests, enter at which visits each service will be performed with a checkmark in the “Template Tab”.

2. Toggle to the “Quantity/Billing Tab” to change the quantity of services requested. For example, two hours of nursing are needed for visit 2, so in the “R” column, the quantity was changed from 1 to 2. When completed, click “Save & Continue”.
STEP 2C: Enter Subsidy Information

1. Click “Save & Continue” to bypass the subsidy information page.

STEP 3: Notes & Documents

1. If you have documents to include with your submission, click “Add a Document”. You must upload the study protocol, IRB approval letter and informed consent documents. If needed, you can include notes to the service provider by clicking on “Add a Note”.
STEP 4: Review Your Request

Before finalizing, review the details of your service request. If you wish to make changes, click "Go Back" which will redirect you to the section where changes are required. If everything is correct, click on "Submit Request".
STEP 5: Submission Confirmation

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