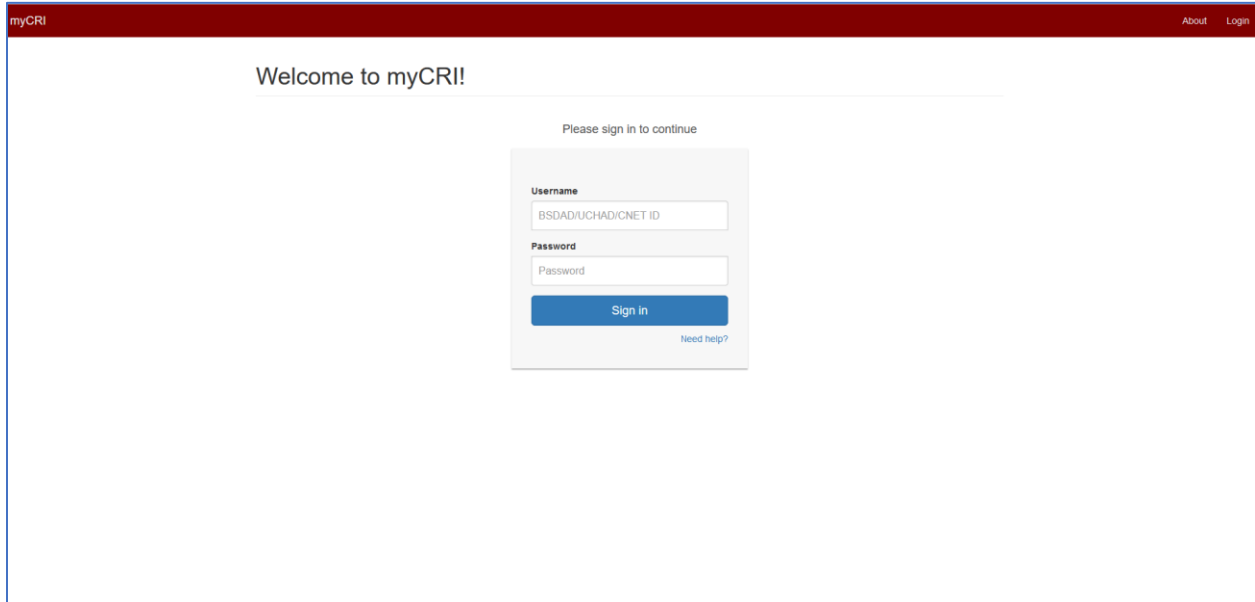


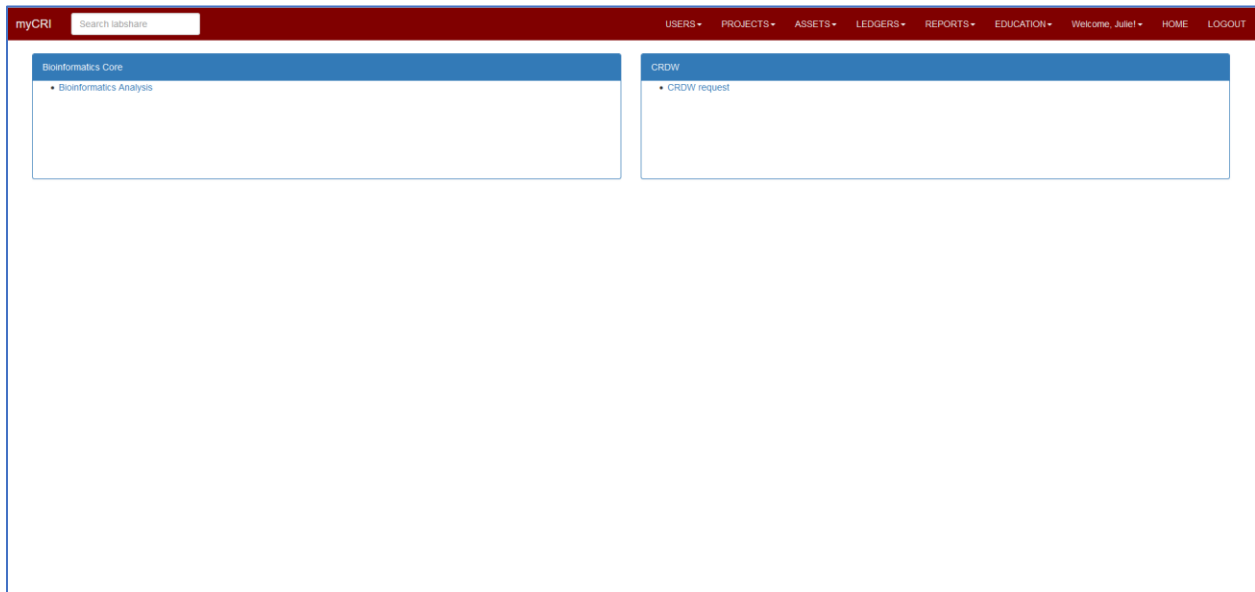
CRI CRDW Feasibility Consultation New Website Tip Sheet

Step 1. Log into mycri.cri.uchicago.edu using your BSDAD, UCHAD, or CNET credentials.



The screenshot shows the myCRI login interface. At the top left is the 'myCRI' logo, and at the top right are links for 'About' and 'Login'. The main content area features a 'Welcome to myCRI!' message. Below this is a prompt: 'Please sign in to continue'. A central form contains two input fields: 'Username' (with the placeholder text 'BSDAD/UCHAD/CNET ID') and 'Password'. A blue 'Sign in' button is positioned below the fields, with a 'Need help?' link underneath it.

Step 2. Select CRDW request.



The screenshot displays the myCRI dashboard. The top navigation bar includes a search box labeled 'Search labshare' and a series of menu items: 'USERS', 'PROJECTS', 'ASSETS', 'LEDGERS', 'REPORTS', 'EDUCATION', 'Welcome, Juliet', 'HOME', and 'LOGOUT'. Below the navigation bar, there are two main content panels. The left panel is titled 'Bioinformatics Core' and contains a sub-item 'Bioinformatics Analysis'. The right panel is titled 'CRDW' and contains a sub-item 'CRDW request'.

Step 3. Select type of service from Service Requested drop down list.

The screenshot shows a web application interface for 'myCRI'. A modal window titled 'Add new crdw request' is open. The 'Service requested' dropdown menu is expanded, showing five options: 'Feasibility consult', 'Grant Prep', 'Data mart', 'Data request', and 'Honest Broker request'. Other form fields include 'Project title', 'Contact first name', 'Contact last name', 'Contact email', 'PI first name', 'PI last name', 'PI email', 'PI title', and 'PI institution'.

Definitions:

- **Feasibility Consult:** The feasibility consultation is designed to ensure a more streamlined process to request and obtain relevant clinical data for research purposes by providing a pre-IRB review. During the meeting, a CRI staff member evaluates the clinical data project for technical feasibility and compliance including but not limited to data availability, incoming/outgoing data transfer requirements, and security compliance. At the end of the consultation, the research team will receive a formal letter for the IRB submission.
- **Data Requests/Datamart:** This is reserved for research teams with an approved IRB protocol or QI Determination. A CRI staff member will meet with the research team to evaluate the request. Typically, a research team defines a group of human subjects for which a specific set of data is needed. A data request results in a one-time delivery of data. A datamart is set of data that refreshes at a specified cadence. Within one week of the data request/datamart consultation, the research team will receive a Statement of Work defining the project scope.
- **Grant Prep:** This request is for consultation in preparation for a grant submission. A CRI staff member will meet with the research team to discuss the grant requirements and provide budget estimates. In some cases, clinical data may be requested to assess grant feasibility. The outcome of the meeting is variable and dependent upon the research team needs.
- **Honest Broker:** This request is for de-identification services through the CRI as an honest broker. An honest broker is a neutral third party, who is not part of the research team in any way. The honest broker cannot be one of the investigators, study coordinators, or statisticians on the study and cannot serve as a co-author on any publication. A CRI staff member will meet with the research team to review the de-identification requirements, the data (if available), the protocol, and any outgoing data use agreements. Within one week of the honest broker consultation, the research team will receive a Statement of Work defining the project scope.

Step 4. Complete all required fields, designated with a red asterisk.

The screenshot shows a web form with the following fields and values:

- Service requested ***: Feasibility consult
- Project title**: Project title
- Contact first name**: Contact first name
- Contact last name**: Contact last name
- Contact email**: Contact email
- PI first name**: PI first name
- PI last name**: PI last name
- PI email**: PI email
- PI title**: PI title
- PI institution ***: University of Chicago
- PI division ***: (empty dropdown)
- PI department ***: (empty dropdown)

Step 5. Submit your request using the Starred Submit Button. You will receive a notification upon submission.

The screenshot shows a web form with the following fields and values:

- Billing telephone**: Billing telephone
- Payment type**: (empty dropdown)
- Financial**: (empty dropdown)
- FAS**: FAS
- Comments**: (empty text area)

At the bottom right of the form, there are two buttons: "Close" and "★ Submit".

Step 6. Verify that your request was received.

The screenshot shows the myCRI web application interface. At the top, there is a navigation bar with the myCRI logo, a search bar labeled "Search labshare", and several menu items: USERS, PROJECTS, ASSETS, LEDGERS, REPORTS, EDUCATION, Welcome, Julie!, HOME, and LOGOUT. Below the navigation bar, a green message box states: "Your Request was successfully submitted! Thank you for submitting your CRDW Request. Please check your email for further instructions." Below this, it says "If you need further assistance, please contact:". There are two side-by-side panels. The left panel is titled "Bioinformatics Core" and contains a list item "Bioinformatics Analysis". The right panel is titled "CRDW" and contains a list item "CRDW request".

Step 7. Check your email for further instructions.

The screenshot shows an email titled "New CRDW Request" from datarequest@bsd.uchicago.edu to Johnson, Julie [BSD]. The email body contains the following text: "Thank you for requesting a BSD Feasibility Consultation for your project. Your request is important to us. In order to proceed efficiently, please read the information below and contact the appropriate CRI resource for a feasibility meeting: If you are in the Gastroenterology Section in the Department of Medicine, please contact Frank Deng at zdeng@bsd.uchicago.edu If you are in the Cardiology Section in the Department of Medicine, please contact Mustafa Agha al Kola at mustafa.ghaalkola@bsd.uchicago.edu If you are in the Department of Neurology, please contact Simmer Beniwal at simmer@bsd.uchicago.edu If you are in the Department of Surgery, please contact Harsha Manukonda at harshamanukonda@bsd.uchicago.edu All other departments and sections should contact Danielle Landron at dlandron@bsd.uchicago.edu Thank you, and we look forward to collaborating with you on your research. Warmly, The Center for Research Informatics". The email interface includes a "New CRDW Request" header, a "CD" logo, the sender's name and email, the recipient's name and email, and a toolbar with "Reply", "Reply All", "Forward", and a menu icon. The date and time "Mon 12/18/2023 12:34 PM" are also visible.

Questions or comments should be directed to datarequest@bsd.uchicago.edu.