CRI CRDW Feasibility Consultation
New Website Tip Sheet

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

Step 2. Select CRDW request.
Step 3. Select type of service from Service Requested drop down list.

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.

Step 5. Submit your request using the Starred Submit Button. You will receive a notification upon submission.
Step 6. Verify that your request was received.

![Image of myCRI interface showing a successful CRDW Request submission]

Step 7. Check your email for further instructions.

![Image of email with CRDW Request details]

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