

Research Data Request Mini Form Completion Instructions

Mini Form Completion:

1. Select **“Data delivery services (Epic, EHR, clinical, imaging, genomic)”**
2. Sparc Protocol or Project ID: **Provide a SPARCID**
3. Enter your information in the Requester Name/Email boxes and your lead PI’s information in the respective boxes.
4. Funding Status: **Fill out as necessary**
5. Data Delivery Services Addition questions: **Mark all options that apply to your request**
6. Type of Request: **Select “Recruitment”**
7. Will you be cold-contacting participants to recruit them for the study? **Select “Yes”**
8. Target enrollment for this study: **Please provide**
9. Do you have IRB approval to receive MRNs?
 - a. **Our new process requires that we give you MRNs. Please submit an amendment to the IRB to be able to receive MRNs**
10. Is this data request for a student Project?
 - a. If you were required to list a mentor on the IRB application, **select “Yes”**
 - b. Please list your mentor for this project: **Please provide**
 - c. Please list the class or program this student project is for: **Please provide**
 - d. Since this data request is to fulfill a student project, which college is the student currently enrolled in: **Please select**
11. IRB Approval Number: **Please provide**
12. Which category of IRB Review did your protocol undergo? **Select whether your research is “Exempt” “Expedited” or “Full Board”. Please note “Not Human Subjects” research cannot utilize cold-contact recruitment.**
13. Is there an upper limit on the number of patients that can be returned based on the IRB? **Select “Yes” if an enrollment figure was provided to the IRB (potentially in the exempt justification for exempt applications; or in the protocol or the Study Population-Study Subjects page of the application)**
 - a. **If you selected “Yes” to the question above, please provide the enrollment figure in the text box that populates.**
14. Expediting your request for \$110/hr usually has a turnaround time of 2-3 weeks.
15. The start date and end date must match what is approved in the IRB application.
16. Age Range: **Please provide**
17. How do you want the data delivered: **Please select**

Please complete the rest of the form and hit “SUBMIT.”