

# Submitting a Data Request Service in SPARC

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### Services

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# Step 1

# Choosing your service

STEP 1: Add/Update Services    STEP 2: Services & Protocol Information    STEP 3: Milestones & Calendar Structure    STEP 4: Service Calendar    STEP 5: Documents, Notes & Forms    STEP 6: Review Your Request

**STEP 1: Add/Update Services**

**Browse Service Catalog**

- Medical University of South Carolina
  - CEDAR: Comparative Effectiveness and Data Analytics Research Resource
  - Center for Biomedical Imaging
  - Center for Genomics Medicine
  - ClinCard by Greenphire
  - Cores & Facilities
  - Laboratory Services
  - National Center of Neuromodulation for Rehabilitation (NC NM4R)
  - Office of Clinical Research (OCR)
  - Office of Research Integrity
  - South Carolina Clinical and Translational Research Institute (SCTR)
- Biomedical Informatics Center (BMIC)
- BioStatistics, Design, & Epidemiology
- Clinical Research Ethics Program
- Clinical Trials Design Center
- Community Engagement & Research
- Digital Health Solutions (DHS)
- Epic Research
- External Affiliate NetID
- Funding Opportunities
- Intellectual Property Rights and Commercialization Resources
- Nexus Research Coordination and Management
- REDCap
- Research Data Requests
- Research Nexus
- Self-Service Research Data & Feasibility

Search by Service Name, CPT Code, or EAP ID

**Research Data Requests**

Request to query clinical data for research purposes to assist in recruitment, chart review, complex feasibility analysis (data preparatory for research) to be performed by an Honest Broker. Upon submitting your service request in SPARC, you will be contacted by a Research Data Request Administrator who will provide the link to a "Research Data Consult Mini Form" in REDCap. With the information you provide in this form, our Research Data Request Administrator will be able to triage your request to the appropriate analyst to schedule your Research Data Consult.

**QI (Quality Improvement) Data Request** [Add](#)

Show Details  
Service Rate: \$100.00  
Federal: \$100.00    Corporate: \$100.00    Member: \$100.00    Other: \$100.00

**Student/ Trainee Data Request (Research or QI)** [Add](#)

Show Details  
Service Rate: \$0.00  
Federal: \$0.00    Corporate: \$0.00    Member: \$0.00    Other: \$0.00

**Research Data Request** [Add](#)

Show Details  
Service Rate: \$0.00  
Federal: \$0.00    Corporate: \$0.00    Member: \$0.00    Other: \$0.00

**My Services**

Open    Completed

You do not have any active requested Services

[Continue](#)

**News**

There is no recent news. Please check back later.

**Calendar**

- Oct 9 SPARC OS Technical Committee Monthly Call 3:00 PM - 4:00 PM [Show Details](#)
- Oct 10 SPARC OS \_Operations Review 3:00 PM - 4:00 PM [Show Details](#)
- Oct 11 SPARC\_Ontology Subcommittee 2:00 PM - 3:00 PM [Show Details](#)

Click 1

Click 2

Your cart

Choose the service you Need and add it to your cart. More info on each type of service is on page 12 of this guide.

# Step 2

# The Cart

The screenshot shows a web interface for 'The Cart' with a 'New or Existing' dialog box. The dialog asks: 'Would you like to enter a new study or project into SPARCRequest?'. It has two buttons: 'Yes (Continue with Shopping Cart)' and 'No (Go to SPARCDashboard to Choose)'. A progress bar at the top shows steps: STEP 1: Add/Update Services, STEP 2: Services & Protocol Information, STEP 3: Review Your Request, and STEP 6: Review Your Request. A sidebar on the left lists services like CEDAR, Center for Biomedical Imaging, etc. The main content area shows 'Research Data Requests' with details for 'QI (Quality Improvement) Data Request', 'Student/ Trainee Data Request (Research or QI)', and 'Research Data Request'. A 'Continue' button is visible on the right side of the interface.

**Click yes if you're starting a new study**

**Click no if you want to add this request to a previous study**

**Click continue after you make your selection**

# Step 3

# Creating a New Research Study

If you clicked Yes on the previous screen you will be brought here.

Click New Research Study  
Then fill out the information about your study on the next screen

Services Please review the SPARCRequest Services you have selected

MUSC > SCTR > Research Data Requests

Student/ Trainee Data Request (Research or QI)  
[Show Details](#)  
Service Rate: \$0.00  
Federal: \$0.00      Corporate: \$0.00      Member: \$0.00      Other: \$0.00

Create a Protocol and add all relevant information

[New Research Study](#) [New Project](#)

My Services

| Open                          | Completed |
|-------------------------------|-----------|
| Research Data Requests (0001) |           |
| SDR                           |           |

[Return to Catalog](#)

[Help/FAQs](#)

If you clicked No on the previous screen you will be brought to SPARCDashboard. There you will be able to find your study and add this request to it.

## Step 4

# Project Information

Fill out your project information.  
If you chose New Research Study you will have more information to fill out.

### Project Information

Short Title: \*

Project Title: \*

Proposal Funding Status: \*

Select a Funding Status ▾

Brief Description:

### Add Primary PI

Primary PI: \*

Search for a User

Your MUSC ID

Save

Cancel

# Step 5

# Submitting your request

Here you can view information about your request and assign additional users

## Services Please review the SPARCRequest Services you have selected

MUSC > SCTR > Research Data Requests

Student/ Trainee Data Request (Research or QI)  
[Show Details](#)  
Service Rate: \$0.00  
Federal: \$0.00      Corporate: \$0.00      Member: \$0.00      Other: \$0.00

## Protocol Information Review your Protocol and Authorized Users

Project Summary View Project Details Edit Project Information

|                 |                    |
|-----------------|--------------------|
| Project ID:     | 13868              |
| Title:          | TEST               |
| Short Title:    | TEST               |
| Funding Source: | College Department |

### Authorized Users

[Add an Authorized User](#)  Refresh Grid Dropdown

| Full Name       | Role       | Email             | Phone | Proxy Rights                   | Edit | Delete |
|-----------------|------------|-------------------|-------|--------------------------------|------|--------|
| Alexander Smith | Primary PI | smialexa@musc.edu | -     | Authorize/Change Study Charges |      |        |

### My Services

Open    Completed

Research Data Requests (0001)

SDR

- [Return to Catalog](#)
- [Help/FAQs](#)
- [Feedback](#)
- [Contact Us](#)

[← Go Back](#)      [Save as Draft](#)      [Save and Continue →](#)

Click Save and Continue

# Step 6

## Milestones Used for Study/Project metric tracking

Next add an estimated start and end date

|                        |   |
|------------------------|---|
| Estimated Start Date * | <input type="text" value="10/16/2019"/> |
| Estimated End Date *   | <input type="text" value="10/16/2019"/> |

My Services

|                               |           |
|-------------------------------|-----------|
| Open                          | Completed |
| Research Data Requests (0001) |           |
| SDR                           |           |

Return to Catalog

Help/FAQs

Feedback

Contact Us

Click Save and Continue

# Step 7

View the cost information about your request

| Template Tab                                   |       |        | Quantity/Billing Tab |           | Consolidated Request Tab |            |                 |        |
|--|-------|--------|----------------------|-----------|--------------------------|------------|-----------------|--------|
| Non-clinical Services                          |       |        |                      |           |                          |            |                 |        |
| Service Name                                   | Notes | Status | Unit Costs           |           | Unit Type #              | Qty Type # | Total Per Study |        |
|  |       |        | Service Rate         | Your Cost |                          |            |                 |        |
| MUSC > SCTR > Research Data Requests (0001)    |       |        |                      |           |                          |            |                 |        |
| Student/ Trainee Data Request (Research or QI) |       | Draft  | \$0.00               | \$0.00    | N/A                      | hours      | 1               | \$0.00 |
| Total Costs (Non-clinical Services) Per Study  |       |        |                      |           |                          |            |                 | \$0.00 |

# Step 8

Upload any documents you might have

Documents

[Add Document](#)

Search

| Title                     | Uploaded | Edit | Delete |
|---------------------------|----------|------|--------|
| No matching records found |          |      |        |

[Add a Note](#)

Search

| User                      | Date | Note | Actions |
|---------------------------|------|------|---------|
| No matching records found |      |      |         |

Click Save and Continue

Save and Continue →

← Go Back      Save as Draft      Save and Continue →

Click Save and Continue

My Services

Open    Completed

Research Data Requests (0001)

SDR

[Return to Catalog](#)

[Help/FAQs](#)

[Feedback](#)

[Contact Us](#)

# Step 9

This is the final screen to edit any information about your study

## Non-clinical Services

| Non-clinical Services                          |       |        |              |           |             |            |                 |        |
|--|-------|--------|--------------|-----------|-------------|------------|-----------------|--------|
| Service Name                                   | Notes | Status | Unit Costs   |           | Unit Type # | Qty Type # | Total Per Study |        |
|  |       |        | Service Rate | Your Cost |             |            |                 |        |
| MUSC > SCTR > Research Data Requests (0001)    |       |        |              |           |             |            |                 |        |
| Student/ Trainee Data Request (Research or QI) |       | Draft  | \$0.00       | \$0.00    | N/A         | hours      | 1               | \$0.00 |

## Total Costs

| Study Cost Totals                             |               |
|---|---------------|
| Total Costs (Non-clinical Services) Per Study | \$0.00        |
| <b>Grand Total</b>                            | <b>\$0.00</b> |

## Documents

Search

| Type                      | Title | Uploaded | Service Provider Access |
|---------------------------|-------|----------|-------------------------|
| No matching records found |       |          |                         |

## Notes

Search

| User                      | Date | Note |
|---------------------------|------|------|
| No matching records found |      |      |

[← Go Back](#) [Save as Draft](#) [Get a Cost Esti](#) [Submit Request →](#)

**\*Make sure you click submit!**

## Step 10

# REDCap form email

### Email example

After submitting your request you will receive an email from [datarequest@musc.edu](mailto:datarequest@musc.edu). In this email will be a link to a form to fill out to tell the honest brokers more about your request.

If The REDCap form link doesn't work, copy the link and paste it into your browser

Hello,  
Below is a link to a REDCap form that we ask someone from your team to complete to gather some initial information on the details of your data request (Sparc#11118-0002). Please submit this form as soon as possible, as our Honest Brokers review these forms weekly to determine which Honest broker is most appropriate for fulfilling your request. After the weekly meeting, you will be contacted by someone from the Data Request team, to schedule a consultation to ensure that your request is built as accurately and completely as possible.

You have the option to be placed in a priority queue for an hourly rate of \$100/hour. A rough estimate of time and cost can be determined during your consultation based on the complexity of the data request. Please note that 1/3 of the estimate is due before work on your request can start if you choose to pay for the priority queue.

<https://redcap.musc.edu/surveys/?s=T7YXHADCY9>

**\*\*If the above link doesn't work copy and paste the URL into browser\*\***

Thanks,  
Research Data Request Team

## Step 11

# Filling out the REDCap form

Your REDCap form will look like this

RESEARCH REQUEST INFORMATION

**SPARC Request Number**  
\* must provide value  
  
ex: 9004-0002

**Type of Request**  
\* must provide value

**Is this data request for a student project?**  
\* must provide value

**Requester Name**  
\* must provide value

**Requester Email**  
\* must provide value

**Requester Phone Number**

**Does this request require data from the Hollings Cancer Center Tumor Registry?**  
\* must provide value  
 Yes  No reset

**Has a Trinetx Query been created for use with this data request?**  
\* must provide value  
 Yes  No reset

**In a few words, describe what you are looking for**  
\* must provide value

Expand

The SPARC number from the request you submitted. It looks like 12345-0001

The type of request you are submitting

Type out any useful information for the honest brokers like your inclusion and exclusion criteria and data elements to return for the patient set

# Types of Data Request Services

**QI:** This fee-for-service request facilitates data extraction for non-research, quality improvement, analytics, or operational purposes. Your total cost estimate will be given to you after we have a chance to review the request. You will only see the hourly rate at submission. You can check to see if your project is QI by [taking this survey](#)

|   |                     |
|---|---------------------|
| <b>QI (Quality Improvement) Data Request</b>                                    | <a href="#">Add</a> |
| <a href="#">Show Details</a>  |                     |
| Service Rate: \$100.00  |                     |
| Federal: \$100.00    Corporate: \$100.00    Member: \$100.00    Other: \$100.00 |                     |
| <b>Student/ Trainee Data Request (Research or QI)</b>                           | <a href="#">Add</a> |
| <a href="#">Show Details</a>  |                     |
| Service Rate: \$0.00  |                     |
| Federal: \$0.00    Corporate: \$0.00    Member: \$0.00    Other: \$0.00         |                     |
| <b>Research Data Request</b>  | <a href="#">Add</a> |
| <a href="#">Show Details</a>  |                     |
| Service Rate: \$0.00  |                     |
| Federal: \$0.00    Corporate: \$0.00    Member: \$0.00    Other: \$0.00         |                     |

**Student / Trainee:** This allows for an honest brokered data extract for MUSC students/trainees for MUSC projects. There is currently no fee associated, however a data validation session with the requester and their mentor is required for release of data.

**Research Data Request:** Request to query clinical data for research purposes to assist in recruitment, chart review, complex feasibility analysis (data preparatory for research) to be performed by an Honest Broker.

# Other Types of Services

## Tableau:

Our analysts will work with you to integrate multiple (if necessary) data sources into a custom web-accessible tableau dashboard. Rate is per-hour based on requirements.

## BMIC IT Services:

IT Staffing by Biomedical Informatics personnel for a research grant or other projects. Rate is per-hour based on requirements

## BMIC Consult:

Consultation in a wide range of biomedical informatics services in the areas of data management, complex REDCap projects, EHR research tools, and advanced data analysis such as natural language processing.

Services could include collaborative work with BMIC faculty and staff on grants, manuscripts and other projects.

## Self-Service Research Data & Feasibility Consultation:

SCTR's Research Data Access & Feasibility team can help you navigate the process of accessing clinical data to evaluate your study's feasibility. Our consultative meeting topics include research feasibility considerations, data access needs, research data request services, and/or study-specific guidance using our self-service tools: Epic's SlicerDicer and CDW Research Query Tool. The team will also work to discuss a myriad of other feasibility considerations and facilitate matching to other service providers, as needed for successful implementation of your study.

# Contact Information

## Success Center

For questions submitting/creating SPARC request  
or regulatory questions

Email [datarequest@musc.edu](mailto:datarequest@musc.edu)

For questions about data available  
or how to fill out the REDCap form