Submitting a Data Request Service in **SPARC**

Table of Contents

How to submit a SPARC Request

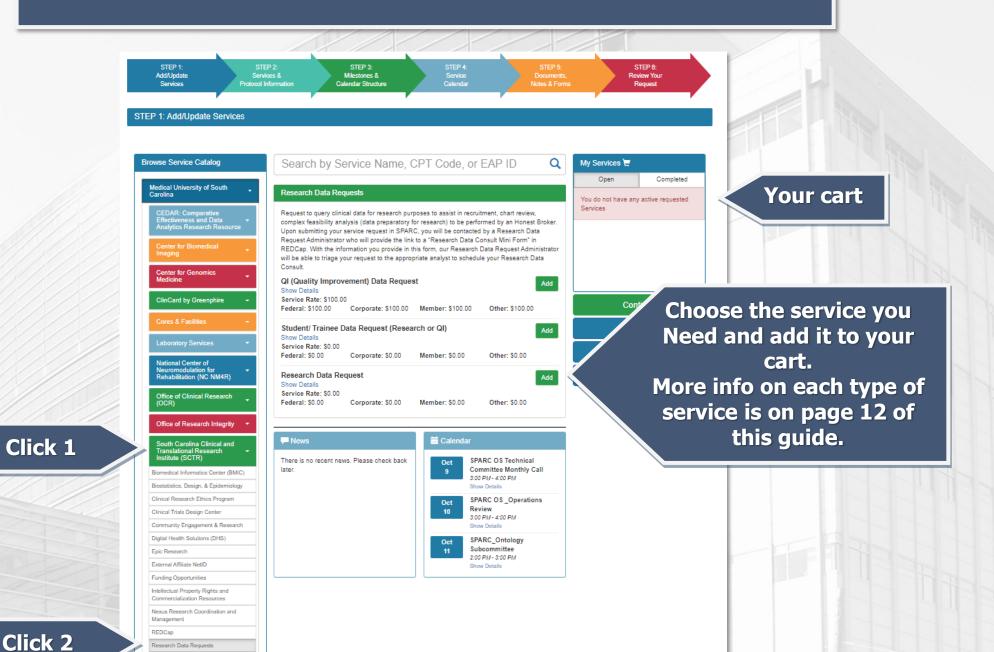
- Step 1. Choosing your service − 2
- Step 2. The Cart 3
- Step 3. Creating a NewResearch Study 4
- Step 4. Project Information 5
- Steps 5-9. Submitting your request 6-9
- ▶ Step 10. REDCap Email 10
- Step 11. Filling out the
 REDCap form 11

Services

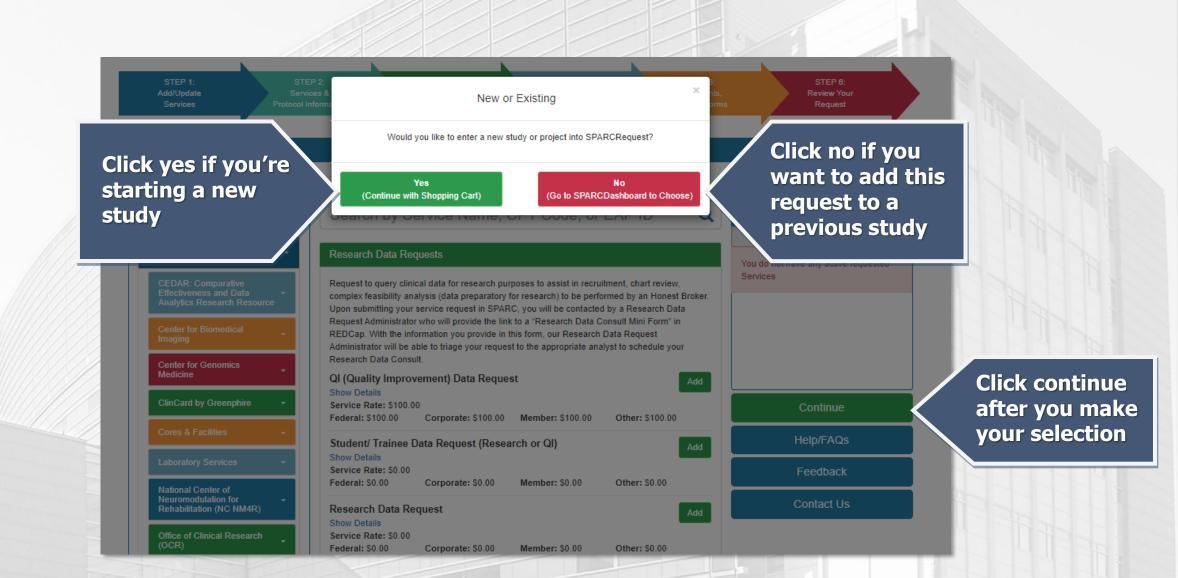
- Types of Data RequestServices 12
- Other Types of Services 13
- Contact Information 14

Choosing your service

Self-Service Research Data & Feasibility



The Cart



Creating a New Research Study

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

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

Open Completed
Research Data Requests (0001)
SDR

Return to Catalog

Help/FAQs

Click New Research Study

Then fill out the information about your study on the next screen

ate a Protocol and add all relevant information

New Research Study

Services Please review the SPARCRequest Services you have selected

New Project

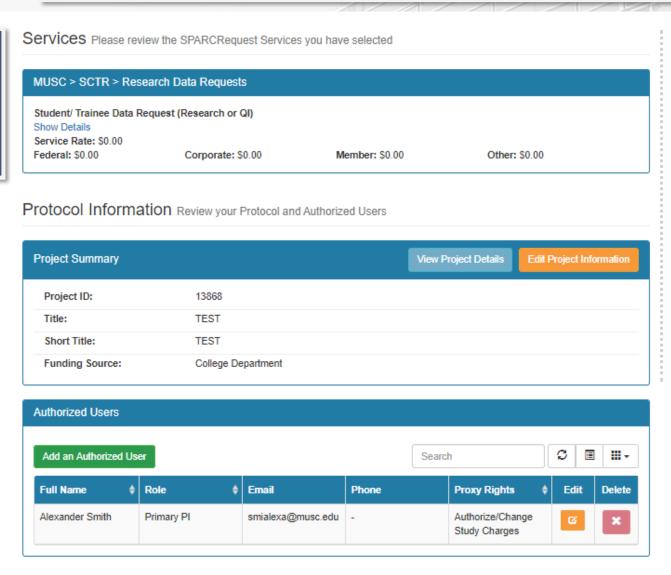
If you clicked No on the previous screen you will be brought to SPARCDashboard. There you will be able to find your study and add this request to it.

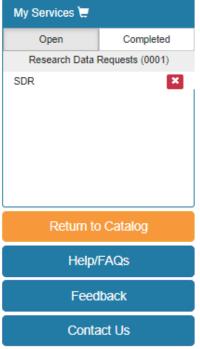
Project Information

| Project Information Short Title: * | | If you chose New Research Study you will have more information to fill out. |
|-------------------------------------|--------------------------------|---|
| 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 | |

Submitting your request

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





Click Save Save and Continue and Continue

STEP 3: Milestones and Calendar Structure

(SRID: 13868)

Milestones Used for Study/Project metric tracking

Next add an estimated start and end date

Estimated Start Date * 10/16/2019

Date

Estimated End Date *

10/16/2019

Open Completed

Research Data Requests (0001)

SDR

Return to Catalog

Help/FAQs

Feedback

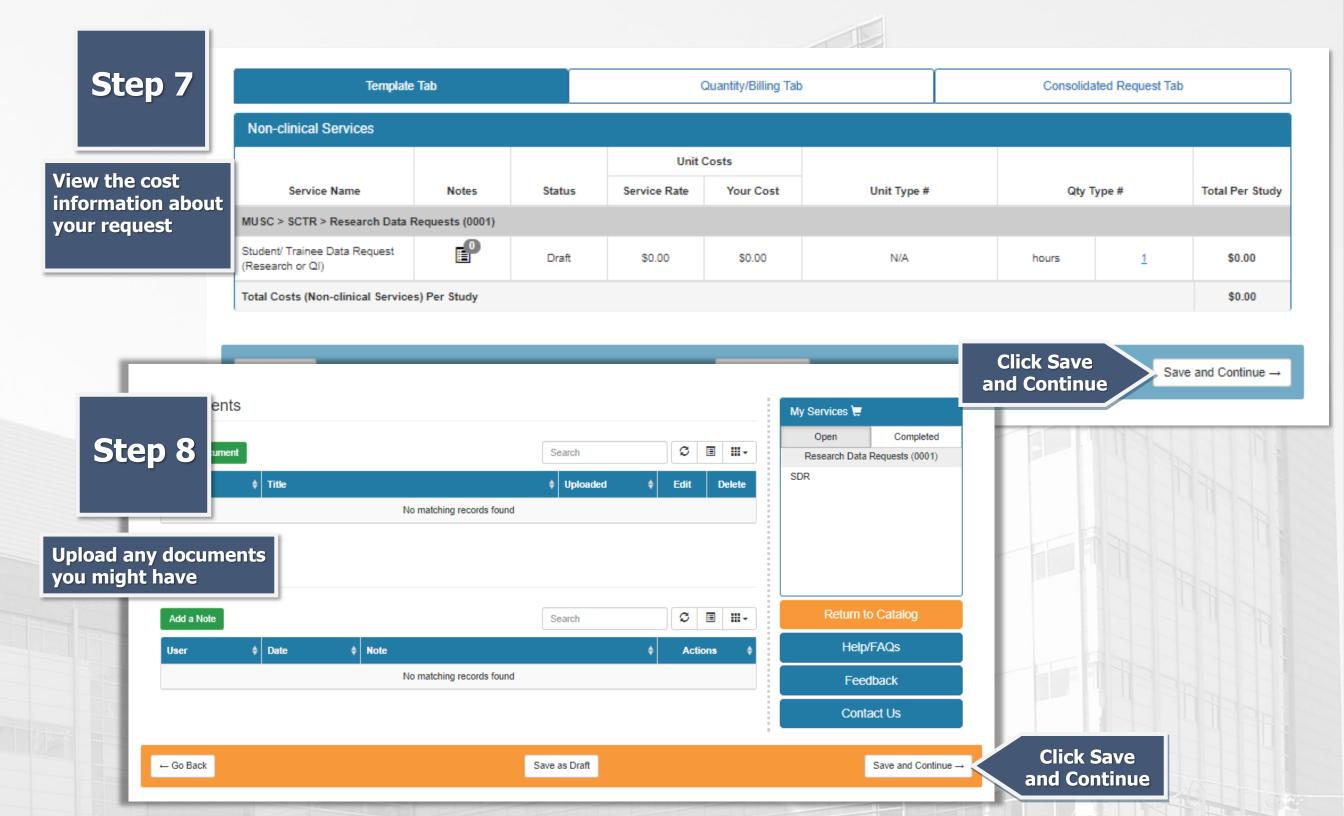
Contact Us

← Go Back

Save as Draft

Save and Continue \rightarrow

Click Save and Continue





Non-clinical Services

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

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

tal Costs



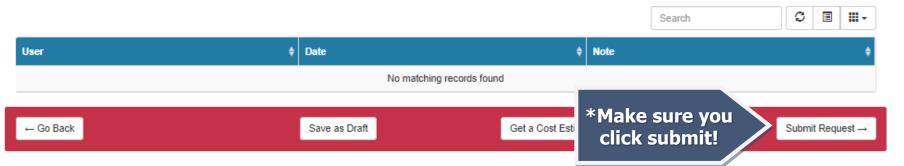
Documents



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Search

Notes



REDCap form email

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

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

about your request

Email example

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.

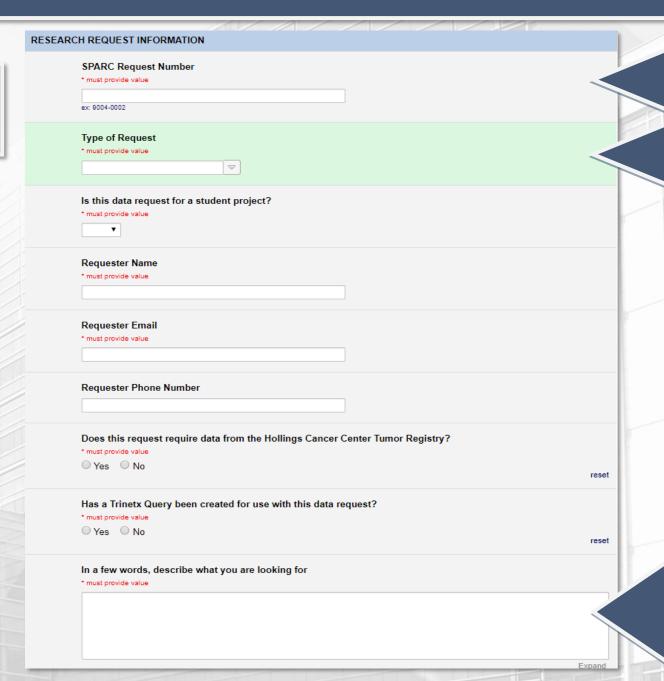
https://redcap.musc.edu/surveys/?s=T7YXHADCY9

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

Thanks, Research Data Request Team

Filling out the REDCap form

Your REDCap for will look like this



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 (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

<u>QI</u>: 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

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 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.

BMIC IT Services:

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

<u>Self-Service Research Data & Feasibility</u> <u>Consultation:</u>

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 myraid 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 <u>datarequest@musc.edu</u>

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