

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 (SCTRI)

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

Show Details

Service Rate: \$100.00

Federal: \$100.00 Corporate: \$100.00 Member: \$100.00 Other: \$100.00

Add

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

Add

Research Data Request

Show Details

Service Rate: \$0.00

Federal: \$0.00 Corporate: \$0.00 Member: \$0.00 Other: \$0.00

Add

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

My Services

Open

Completed

You do not have any active requested Services

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

STEP 1: Add/Update Services

STEP 2: Services & Protocol Information

STEP 3: Review Your Request

STEP 4: Review Your Request

STEP 5: Review Your Request

STEP 6: Review Your Request

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

New or Existing

Would you like to enter a new study or project into SPARCRequest?

Yes
(Continue with Shopping Cart)

No
(Go to SPARCDashboard to Choose)

Research Data Requests

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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

Research Data Request

Show Details

Service Rate: \$0.00

Federal: \$0.00 Corporate: \$0.00 Member: \$0.00 Other: \$0.00

Continue

Help/FAQs

Feedback

Contact Us

You do not have any active requested Services

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)

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

Search

↺

📅

🔍

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

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

Next add an
estimated start and
end date

STEP 3: Milestones and Calendar Structure

(SRID: 13868)

Milestones Used for Study/Project metric tracking

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](#)

[← Go Back](#)


[Save as Draft](#)

[Save and Continue →](#)

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)	 ⁰	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				
<input type="text" value="Search"/>				
  				
Title	Uploaded	Edit	Delete	
No matching records found				

Add a Note				
<input type="text" value="Search"/>				
  				
User	Date	Note	Actions	
No matching records found				

Click Save and Continue

Save and Continue →

Click Save and Continue

← Go Back

Save as Draft

Save and Continue →

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)	<div><div>0</div><div></div></div>	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
Grand Total	\$0.00

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](#)

*Make sure you click submit!

[Submit Request →](#)

Step 10

REDCap form email

Email example

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 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 (Quality Improvement) Data Request

[Show Details](#)

Service Rate: \$100.00

Federal: \$100.00 Corporate: \$100.00 Member: \$100.00 Other: \$100.00

Add

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

Add

Research Data Request

[Show Details](#)

Service Rate: \$0.00

Federal: \$0.00 Corporate: \$0.00 Member: \$0.00 Other: \$0.00

Add

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](#)

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

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