

How do I get a study into the Pediatric Research Center

PEDIATRIC RESEARCH CENTER (PRC) at EGGLESTON

Location: Butterfly Elevators to 2nd Floor
Inside the TICU, immediately on the Right

Staff: Michelle Popler, RN Michelle.Popler@choa.org
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CHECKLIST CHOA ROUTING

- ☐ E-mail the study protocol to CHOA's Office of Research Administration at Grantsadmin@choa.org and Stephanie.Meisner@choa.org
The protocol will be assessed by a Sponsored Research Administrator for feasibility, CHOA budget, and department routing needs.
- ☐ DAF and Budget Requests will be routed by CHOA Grants Admin. to all CHOA ancillary services required by study **INCLUDING** the PRC.
Forms can be found here: <https://www.choa.org/research/office-of-sponsored-programs/forms>
*Ancillary budgets should be returned to the coordinator and Office of Research Administration for inclusion into CHOA budget.
(DAF=Department Approval Form)*
- ☐ Epic Access and Training. PRC patients must be enrolled into research study in Epic and each research encounter linked PRIOR to visit.
 - ☐ Contact Andrea Morgan at Andrea.Morgan@choa.org to schedule & complete Epic Coordinator training.
 - ☐ For all other Epic Research inquiries, contact Mike Cottrell at Michael.Cottrell@choa.org.

CHECKLIST ACTSI SUBMISSION

- ☐ Submit all items in submission packet found here: <http://www.actsi.org/discovery/protocol-submission.html> to CRN@emory.edu
 - ☐ ACTSI protocol submission form: http://www.actsi.org/documents/submission-protocol/SAC%20Application%20form_template.pdf
 - ☐ Copy of Protocol/Research Plan
 - ☐ Emory IRB letter of approval (if available, can route still if IRB pending)
 - ☐ IRB-approved consent forms. *If you do not have the IRB-approved consent, a draft version will be accepted.*
 - ☐ PI Biosketch if new team
 - ☐ DRAFT Day to Day Order Sets (see below for template information).

The ACTSI submission will go to the Scientific Advisory Committee (SAC) for review and approval.

☐ ***NEW*** Most pediatric projects qualify for **EXPEDITED** review process with no submission deadline. Projects will be reviewed by the pediatric program director as soon as submitted. If your study requires a full-board SAC review, you will be notified and scheduled for the next monthly meeting. Meeting dates can be found under **SAC Meeting Schedule** the bottom of this link: <http://www.actsi.org/discovery/protocol-submission.html>

- ☐ Submit draft order sets to PRC at PRC@choa.org for edits

*Draft order sets are due **2 weeks prior** to roundtable meeting. Use CHOA PRC Day to Day Template found here:*
http://www.actsi.org/documents/submission-protocol/CHOA_PRC_orders_template2016.doc

- ☐ Schedule Roundtable Meeting with PRC after SAC approval letter received & draft orders turned in.
Roundtable meeting day/times are **Tuesdays and Wednesdays, Noon-1pm**. We can accommodate other day/times.

CR-Assist is the patient scheduling system used to request room space in the PRC for all appointments.

- ☐ Contact Kateisha Dowdell at kateisha.dowdell@emoryhealthcare.org to obtain CR-Assist access & complete CR-Assist training.
 - CR-Assist access form can be found here: http://www.actsi.org/documents/submission-protocol/CR-Assist%20System%20Access%20form_V1.doc
- ☐ Contact Emily Zeigler at emily.zeigler@emory.edu for study visit set-up in CR-Assist.
Study set-up form can be found here: <http://www.actsi.org/documents/submission-protocol/CRN%20Visit%20Set%20Up%20form.docx>

For Questions or Assistance, please contact us!