New Study Procedures

I. PURPOSE

To provide consistent services and regulate a path for the PI, PI’s team, and the ResCore Staff.

II. WHAT TO DO WHEN YOU HAVE A NEW STUDY

- Once you have been awarded a new grant and you would like to utilize the services of the DRI ResCore you will need to complete a New Study Application and Required Documentation Checklist.
- The New Study Application is in a paper version, however we have initiated the WebForm process.
- These documents will help clarify the services that you wish the ResCore staff to complete and provide them with all the necessary information to get your study set up in our systems.
- No work will be performed or no recruitment will begin until these forms have been completed and turned into the DRI ResCore Manager.
- When using the ResCore for services, please remember to cite the grant in any publications using the following language: “Work supported by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the National Institutes of Health under grant number P30GM103333 (PI: Buchanan).”

III. BILLING

Once a new study has been accepted and entered into the DRI ResCore system, work will begin on your patient recruitment and your monthly billing will start the following month based on work performed in that month. i.e. If you turn in paperwork on April 20, your first bill will be the beginning of May for whatever services have been performed in April.

Additional information on billing can be found in our Billing and Collection procedures on our website.