2021 version: FY21-Q3



**EPIC Research**

**NEW UMMSU EPIC RESEARCH TRAINING COMING IN 2021 FOR RESEARCH COORDINATORS!!**

New training guide link to UMMS Research Website

<http://intra.umms.org/-/media/intranets/umms/office/departments/research/2021-updates/research-coordinator-and-research-specialist-workflow-guide12021.pdf?upd=20210209185137&la=en&hash=59EE26FE3C5E54D9233DA805BA13292B71409B6D>

UMMS U Epic Research Access course is strongly recommended for all research staff involved in subject interaction.

<https://www.umms.org/hr-connections/employee-information>

Below guide can assist with acquiring UMMS Remote Access for UMMS website and UMMS U.

Quick Start Guide link

<http://intra.umms.org/umms/departments/ist/large-projects/dual-factor-remote-access>

**RESEARCH STAFF EPIC PORTAL ACCESS REQUEST**

**Link:** <http://intra.umms.org/umms/departments/ist/request-application-access>

**Research Manager or Administrator**: Use Cherwell portal to request access for research staff. The request will then be reviewed and approved by Joanne Marshall.

There are set research roles for research staff:

Research View only - data capturing, not requiring documentation in the medical record

Research specialist / Research coordinator - for coordinators involving both inpatient and outpatient research that require documentation of research encounters, notes and possibly research specific orders in EPIC

Research Nurse- UMMS Nurse Access provided

REMINDER: Select- **EPIC RESEARCH** (drop down) used for all research staff requests.

**(DO NOT USE- Epic Portfolio)**

<http://intra.umms.org/umms/departments/ist/request-application-access>  Instructions and portal link)

[https://istportal.umms.org](https://istportal.umms.org/)  (Internal link to UMMS Portal)

<https://cher-prd-web.umms.umm.edu/CherwellPortal/ITOOTBAccessRequest> (Offsite link to UMMS Portal)

**MyPortfolio for research recruitment**

Recruiting patients through MYPortfolio is possible, the forms to request and tip sheet showing the process are attached.

<http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/my-portfolio-submission-template-final.docx?la=en&hash=61E142E9EEC0C6AC1E6D641D27C60BAC9F71D7D6>

**Research Monitor Access to Epic**

Request form for Monitors to sign and complete to return to Joanne Marshall to obtain access to Epic to review subject’s charts. The monitor access is provided through the Epic Research (RSH) Record that is used to associate the subjects. Therefore, the monitors can only see those patients that have been associated as research subjects to that RSH/research record. Note: the research staff must supply the monitor with a participant list to search.

<http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/2021-updates/research-monitor-ist-request-form.docx?la=en&hash=681DC427E3B46BCC8BAEA8B92EA004B42AB59406>



**UMMS Research**

**Affiliate Research**

Please remember that PI’s must submit an investigator packet to their site-specific Scientific/Research Review Committee for approval prior to study initiation.

<http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/2021-updates/umms-research-investigator-packet-2021.docx?la=en&hash=DC4C4D0E0CBB308A4D78087B1771DA540CF8F8FD>

**External IRB**

UMMS has created a single FWA (#) for the entire system this facilitated the ability to have master agreements with external an IRB. University of Maryland Medical System (UMMS) has secured master Institutional Authorization Agreements (IAA) between several external Institutional Review Boards (IRB) covering all Hospitals under UMMS. These external IRBs include WIRB, Advarra-CIRBI, UMB IRB, NCI-CIRB and UMD-College Park. UMMS is now a relying institution with SMART IRB.

**Requirement for an IAA**

An External IRB other than those listed above will require a separate IAA to be completed. Please contact Joanne Marshall ([joanne.marshall@umm.edu](mailto:joanne.marshall@umm.edu)) to provide the UMMS IAA document.

<http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/2021-updates/10581umms-iaatemplate-edit-gourdine-2719.docx?la=en&hash=9F87EBD38868B6F7E4B0B6EBF2A471D3D101946D>

**UMMS Research Website**

**Quick start Guide to Remote Access for UMMS**

[**http://intra.umms.org/umms/departments/research**](http://intra.umms.org/umms/departments/research)



**Research Revenue Integrity**

**Coverage Analysis Review**

All human subject research studies regardless of funding source must be routed for coverage analysis review.

University of Maryland, Baltimore: Complete an application to Center for Clinical Trials and Corporate Contracts (CCT) via UMBiz portal.

UMMS Affiliates: Complete an Investigator Packet and submit to: [umms.research@umm.edu](mailto:umms.research@umm.edu)

**Cost Estimates for Grant Proposals**

Federally-funded clinical trial budgets should be based upon coverage/cost analysis during the proposal development process (pre-award). Instructions for submission are located above in the Coverage Analysis Review section.

<http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/02132019-updates/ummc-research-billing-compliance_16july2018.pptx?la=en&hash=E535C17C97BFC725E8DC3402A595CEE8341D0912>



**WIRB– NEW Platform CHANGES**

**It is strongly recommended for you and your submitters to complete a training session prior to utilizing the new Connexus platform.** You have a few options to accomplish this:

* Registration for a couple of sessions this week is open and available at this link: [https://register.gotowebinar.com/rt/5208045044916075278](https://urldefense.com/v3/__https:/register.gotowebinar.com/rt/5208045044916075278__;!!ECp5tQ!3Ecae1QUBcmiX89P2KQlRgR9S_z3Tu9WoPtJHhLboq9cAJ2RsBD5_IHnJV5bzFngo2Mg$)
* On-Demand Training is available at this link: [https://wcgclinical.wistia.com/medias/8sjkd4pka8](https://urldefense.com/v3/__https:/wcgclinical.wistia.com/medias/8sjkd4pka8__;!!ECp5tQ!3Ecae1QUBcmiX89P2KQlRgR9S_z3Tu9WoPtJHhLboq9cAJ2RsBD5_IHnJV5bzHSfGX52$)

To transition to the new platform, please navigate to the following link: [https://connexus.wcgirb.com](https://urldefense.com/v3/__https:/connexus.wcgirb.com/__;!!ECp5tQ!3Ecae1QUBcmiX89P2KQlRgR9S_z3Tu9WoPtJHhLboq9cAJ2RsBD5_IHnJV5bzAcsQPGx$)

1. Be sure you are in the tab titled “Sign in to my account”
2. Enter your email address/registered email address that you use in Legacy MyConnexus.
3. Leave the password field blank.
4. Click on “Forgot Password”.
5. Complete the Reset Password process.
6. You will be prompted to log into WCG IRB Connexus with your new password.
7. You must accept the Terms of Use Agreement.
8. Your account is now set up in the new portal, and studies should sync over the next 24 hours (there may be a slight delay so studies may not all sync immediately).



**COVID-19**

**New COVID -19 UMMS Visit Policy for Research Monitors and Vendors** <http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/2021-updates/ummc-covid-monitors.docx?la=en&hash=5898CCADF9A4F3E08C7DC1A0EC223DDC37797FAC>

**COVID-19: UM Medical Center (UMMC) local visit requirements for Research Monitors:**

1. Research monitors that require entrance into the University of Maryland Medical Center must be escorted by a research team member.
2. The Research Monitor must be screened at the front screening desk to have the questions answered per the UMMS policy.

**New UMMS Risk Statement for research subjects**

Please see attached UMMS risk statement for research subjects that are being seen at UMMS affiliates. This must be signed prior to a subject participating in any research protocol.

Of note: There is a separate UMB/UMMC risk statement distributed by HRPO that is to be used for research protocols being conducted in the medical center location.

[**http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/2021-updates/11117covid19-risk-statement-for-human-research-participants\_15oct20\_revised.docx?la=en&hash=E94E2A88321C0BFD12E48A2A5C2774B8F1E65550**](http://cms.redesign.umms.org/intra/-/media/intranets/umms/office/departments/research/2021-updates/11117covid19-risk-statement-for-human-research-participants_15oct20_revised.docx?la=en&hash=E94E2A88321C0BFD12E48A2A5C2774B8F1E65550)



**Contacts**

**UMMS Office of Corporate Research Compliance**

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