DRI ResCore
New Study Application

Date:

Study Name:

Study Dates: $ Budgeted for ResCore:

Primary Purpose Code: Secondary Purpose Code:
(Departmental Default)

PI Name:
PI Email Address:
PI Phone Number:

Administrative Contact:
Administrative Contact Email Address:
Contact Phone Number:

Please check services being requested:

Study Recruitment and Coordination: $27/hr

☐ Screening of potential subjects
☐ Scheduling subject’s evaluations
☐ Scheduling subjects for x-rays, cardiac stress tests, MRI’s, etc.
☐ Scheduling subjects for training/therapy
☐ Scheduling for follow-up testing
☐ Rescheduling of cancelled appointments
☐ Mailing paperwork to subjects
☐ Assembling charts for subject’s evaluations
☐ Daily reminder calls

☐ Gathering subject consents and Doctor clearances
☐ Arranging transportation for subjects
☐ Process Research Participant Compensation web-forms
☐ Attend Lab meetings
☐ Randomizations
☐ Mail monthly recruitment letters
☐ Scheduling/negotiating outside advertising
☐ Other: please specify______________________________

Clinical / Research Data Management:

RedCAP Hosting
☐ Project Creation
☐ Managing User Roles
☐ Survey Creation
☐ Survey Logic / Time point Management
☐ Other: please specify______________________________

____________________________________
____________________________________
Required Documentation for Individual Studies

- Copy of IRB approved Informed Consent and copies of any amendments
- Detailed description of the study procedures, which should include number of subjects to be recruited, time frame, if honoraria or transportation will be provided, etc.
- List of inclusion and exclusion criteria
- Phone screening
- Scheduling guideline – what testing will take place, when they will occur, where they will occur, length of testing and who it will be completed by
- Documentation of therapy or training component (if applicable), - when, where, how long and by whom
- Recruitment advertisements/brochures/flyers if used (must be IRB approved)
- Recruitment letter (if used)
- Copies of all paperwork/forms that ResCore will be responsible for handling

Monthly Billing

Monthly billing via journal vouchers will provide each PI and/or department with a detailed invoice attached (provide proper backup) and justification of all services rendered for a given month.

Monthly billing will take place in the form of a journal voucher. Funds will be debited to the appropriate purpose code and credited to the DRI ResCore purpose code (DERI175112).