

Tutorial for registering an iLab account and filling in a SCC BSR intake form

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Beginning September 1st, the Siteman Cancer Center Biostatistics Shared Resource will be using iLab for all service requests. This will require an iLab account. For billing purposes, one could have already been established for you. Please use the following steps to determine if an existing account is available or if a new account is needed.

1. Navigate to the core page
https://wustl.ilabsolutions.com/service_center/show_external/4680/siteman_biostatistics_shared_resource
2. Login with your wustl key. If you have an existing account you will be able to log in without issue. If it appears you have an account set up but you're having trouble logging in, please contact iLab support at **iLab-support@agilent.com**



Sign In Register

About

Siteman Biostatistics Shared Resource

Overview of Services

The Siteman Biostatistics Shared Resource (SBSR) facility is a shared resource core supporting consultation on biostatistics and epidemiology. The facility supports cancer research through experimental designs, study monitoring and data analyses. The faculty and staff utilize efficient methods that reflect the "best practices" in biostatistics and epidemiology. Examples of SBSR core work include: NIH-funded peer reviewed cancer grants and pilot and small-scale studies to become part of successful applications for peer-reviewed funding.

Biostatistical consulting in the planning, conduct, analysis and reporting of:

- Clinical trials. The Siteman Biostatistics Shared Resource (SBSR) core consults on and reviews all clinical protocols activated by the SCC
- Epidemiologic and population-based studies and studies in somatic genetics and the risk of cancer
- Experiments in the biology of cancer, including genomic experiments and laboratory and animal studies
- Translational research studies with combined measurements on clinical and biological parameters
- Advice and support in the preparation of grant applications of SCC members
- Scientific computing for data analysis and scientific graphics necessary for analyses of epidemiological, clinical, basic science and genomic studies
- Advice and consultation to the Quality Assurance Office for Clinical Trials (QACT) on efficient and accurate database design and management of clinical research data
- Computer support for the clinical research database
- Education for members of Siteman Cancer Center in the areas of study design, data collection, computerization, and statistical methods for laboratory, clinical and population based studies

3. If an iLab account is needed, click "Register" in the upper right hand corner, and go through the registration wizard.
4. If your lab affiliation is not in the drop down, you can use the WUSTL Siteman Admin Lab
5. Once your registration has been submitted, you will receive an email confirming your submission.

See below for instructions on submitting a service request

To request a SBSR service:

1. Navigate to the Core page <https://wustl.ilabsolutions.com/sc/4680/siteman-biostatistics-shared-resource/?tab=about>
2. At the upper right hand of the page select “Sign in using WUSTL Credentials”
3. Enter your wustl key and password, sign in.
4. Go to the “Projects” tab on the right under the Washington University in St. Louis logo.
5. Click on the Initiate a new service request form

The screenshot shows the iLab Operations Software interface. At the top, there is a blue header with the Agilent CrossLab logo and 'iLab Operations Software'. A search bar and user profile 'Jocelyn Johnson' are on the right. Below the header, the page title is 'Siteman Biostatistics Shared Resource' and the Washington University in St. Louis logo is on the right. A navigation menu includes 'About Our Core', 'Services', 'Projects' (selected), 'View All Requests', 'People', 'Reporting', 'Billing', 'Time Entry', 'Charge Entry', and 'Administration'. A blue banner reads 'Please select "Initiate a new..." to submit a "Service Request Form"'. Below this is a filter section with 'Hide Filters' and a 'Show 30 results per page' dropdown. A table displays project information with columns: Submitted, Name, Lead PI, Lead Coordinator, Contacts, Approved, Status. One row is visible with the following data: Submitted (empty), Name ('#540 Implementation Research from the Washington University Implementation Science Center for Cancer Control (WU-ISCCC) will Help Eliminate Cancer Disparities in Rural and Other Underserved Communities'), Lead PI (Graham Colditz), Lead Coordinator (Unknown), Contacts (empty), Approved (Aug 28, 2020), Status (Started with a warning icon). A blue button labeled 'Initiate a new...' is located in the top right of the table area.

6. Please fill in the full project title and lead principal investigator. Enter the PI name and iLab will search for the iLab account, select the appropriate account. the project will be referred to using an acronym or a short title, please include this in the brief project title.



Initiate project

[← Back to Projects list](#)

Summary

Required Fields

- "Full Study Title"
- "Lead Principal Investigator"
 - Lead PI = PI who holds the funding
- "Biostat Intake Form"

Thank you for your request.

Full project title

Brief project title

Identifier

Your anticipated budget

Lead Principal Investigator

Christopher Maher	chmaher@umich.edu	Maher, Christopher (UMich) Lab (+1)
Christopher Maher	christophemaher@wustl.edu	Maher, Christopher (WUSTL) Lab
Christopher Maher	cmaher@dom.wustl.edu	Maher, Christopher (WUSTL) Lab

Lead Coordinator

Email this person comments

7. Scroll down and click on the Biostat Intake Form

Forms

REQUIRED for Submission

- "View Form"
- "Fill in the Form"
- "Save Completed Form"

Once finished, scroll to the bottom of the page and click the "Submit" button.

View Form - BioStat Intake Form Visible

Protocols

Protocols selection is NOT required.
Scroll to bottom of page to submit request.

8. On the Biostat Intake Form, enter contact and billing information. NOTE: items with a red asterisk are required. When complete, select the save completed form

Complete the questions below, click **save completed form** button, then scroll down to click **submit request to core** at the bottom of the page.

* **Required fields.**

Your Information:

* Your Name:

* Your Phone Number:

* Your Email Address:

Project Information:

* Is this Project Cancer Focused? Yes No

* Is this Project Related to a Grant Submission? Yes No

* What is the nature of the work?

Does the PI have a current collaborator in the SBSR or a preferred statistician?

Does your project have a deadline? Yes No

Billing Information

* Billing Contact:

* Billing Contact's Number:

* Billing Contact's Email:

Account Number:

* Billing Department Number:

Additional Information:

Administrative Information

This section only needs to be accessed by SBSR staff members

Please save your form!



9. Protocol information is not required. If you have an IRB status, use the drop down to select the appropriate status and enter the number if applicable. Scroll down and click the submit button.
10. A biostatistician will contact you in a timely manner. All service agreements, pricing and policies can be found at <https://publichealthsciences.wustl.edu/research/biostatistics-shared-resource/> If you have any questions please contact Jocelyn Johnson at jocelynjohnson@wustl.edu



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Protocol start date

Protocol end date

IRB approval status
Not yet submitted

I confirm that this protocol covers the work to be conducted by the facility as a part of this study

IRB/HRPO protocol number

URL to protocol in irb system

Attachments

New Attachment

Cancel Submit