

Submitting a New Study/Protocol for Coverage Analysis & Calendar Building

**New Study Request via REDCap CTM-WI-2006
Work Instructions**

- To submit a new request, go to the CRSO webpage: <https://research.med.uky.edu/research-crso> and click on the **Request CCTS/CRSO** Services hyperlink.




- You will be directed to the CCTS/CRSO Membership webpage. Click on **Request Service**.


CCTS/CRSO Membership

CCTS/CRSO Membership
 The University of Kentucky's [Center for Clinical and Translational Science \(CCTS\)](#) and the [UK Clinical Research Support Office \(CRSO\)](#) has transitioned to a membership model. This shift will allow us to more effectively manage the needs and services requested by those engaged in research.

Who can join the CCTS/CRSO and what is the cost?
 There is no cost to become a member and membership in the CCTS/CRSO is open to:

- faculty
- staff
- students
- trainees
- affiliated organizations and partners

How do I register?
 Become a member in under 60 seconds. The Principal Investigator (PI) requesting a service MUST become a member prior to requesting a service. A LinkBlue ID is required to become a member. Enter your link blue at the right side of this page and complete the very short membership form. The LinkBlue ID that is entered will prepopulate information for that ID. Upon completion you will be given the opportunity to request services. If

**Already a member?
Please click below to complete a service request.**

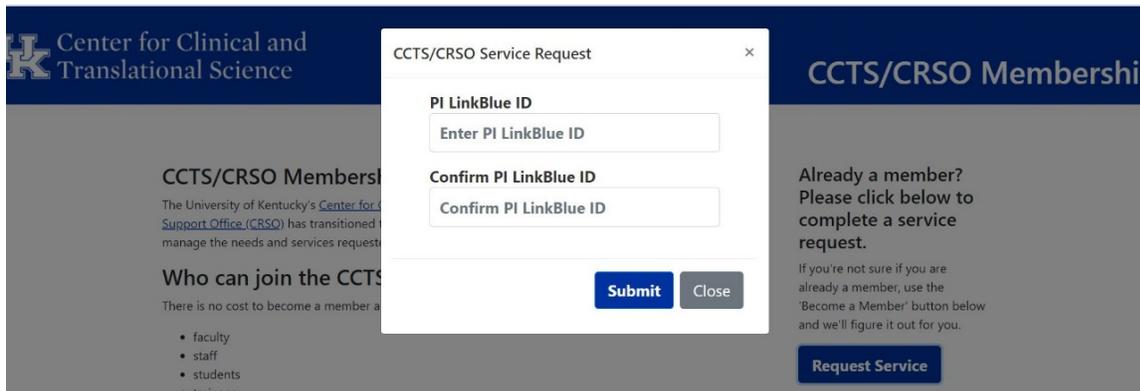
If you're not sure if you are already a member, use the 'Become a Member' button below and we'll figure it out for you.

Request Service

Please click the button below to become a member.

Become a Member

- You will be prompted to enter in the **PRINCIPAL INVESTIGATOR's linkblue ID**, as this will auto populate the service request form (you are not able to edit this portion of the form). If you are not the PI of the study, but are filling out the form for the PI, insert the PI's linkblue ID. There will be a second section in the service request form for you to enter in your contact information.



- If the PI is not a CCTS member, they will need to complete the **Become a Member** portion. To become a member, all that's needed is a linkblue ID and contact information.
- After entering in the PI's linkblue ID, you will be brought to the service request form. All questions/sections in **red font with an asterisk** are mandatory.
- To request a Coverage Analysis & CTMS build, check the box below: (note: you can also check any additional CCTS services that you are interested in as well, you do not need to fill out a second request form).

Service Request Information

Please select all services needed.

Based on your selection(s), additional questions related to the specific service may be asked at the bottom of this survey.
* must provide value

- Research Navigator Consultation [Learn More](#)
- Biomarker Analysis Lab [Learn More](#)
- Biospecimens [Learn More](#)
- Biomedical Informatics Research Consultations (Systems Biology, Bioinformatics, Medical/Pharma Informatics) [Learn More](#)
- BERD (Biostatistics, Epidemiology & Research Design) [Learn More](#)
- Clinical Research Unit (room, coordinator, etc) [Learn More](#)
- Community Engagement & Research [Learn More](#)
- CRSO (CTMS calendar/Coverage Analysis) [Learn More](#)**

- Clicking on CRSO (CTMS calendar/Coverage Analysis) will automatically generate an additional section of the request form, where you will answer questions about the study/protocol and can upload the required documents.

Final Protocol and Draft/Final Consent are REQUIRED for processing

- After completing the service request form, you will receive an email from REDCap, as well as the CRSO, letting you know that the request was successfully submitted.