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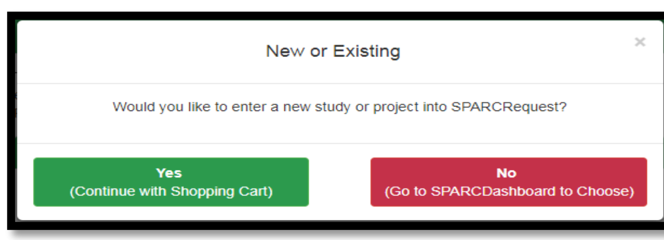
SPARCRequest Step-by-Step Training Guide

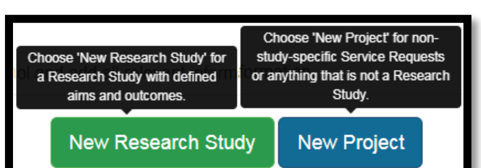
I. Step 1: Add/Update Services

Start by browsing the service catalog page, clicking the service providers on the left to search for and add services, or browse by using the search function located in the middle of the page (you can also search for services by CPT code). **Add** applicable services and answer whether the request is a new research study or project. If yes, the services will appear in the **My Services** cart “Open” tab; if no, you will be redirected to the **SPARCDashboard**. To delete services from the cart, click the red **X** to the right of the service. The “Completed” tab of the My Services cart shows the finished (complete/withdrawn/invoiced) requests that were previously fulfilled on an existing study/project.



II. Step 2: Services & Protocol Information

If you selected “Yes” above, then select whether it is a new research study or new project.



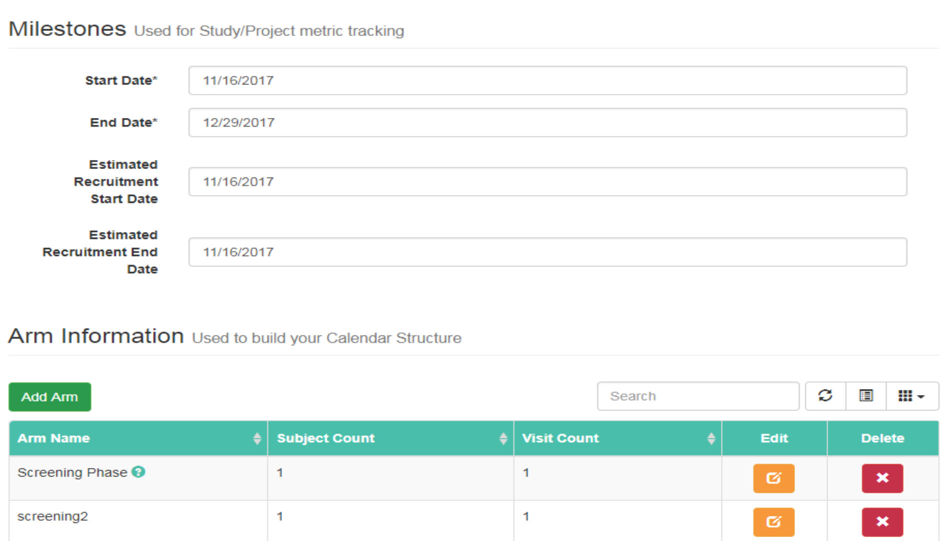
If you selected “No” and are editing an existing study/project, click the **Edit Study Information** button to the right.

When creating or editing a protocol enter the information required to continue, which is identified with an *. If you are selecting Epic Research services and wish for your request to push over to Epic, select **Yes** next to **Publish Study in Epic** and answer the following **Study Type Questions**. When you have finished adding protocol information, please choose the **Primary PI** for your study/project and then **Save**.

Add the rest of the study team users and assign roles and proxy rights. Once you have all of the information filled in, click **Save & Continue**.

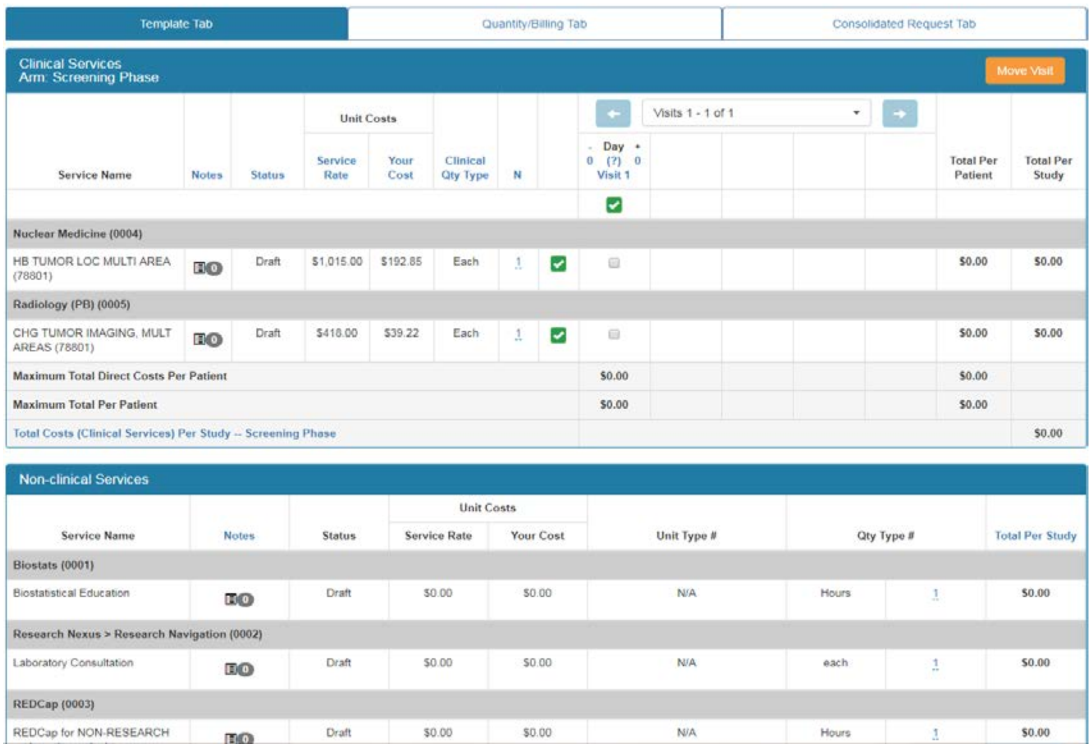
III. Step 3: Milestones and Calendar Structure

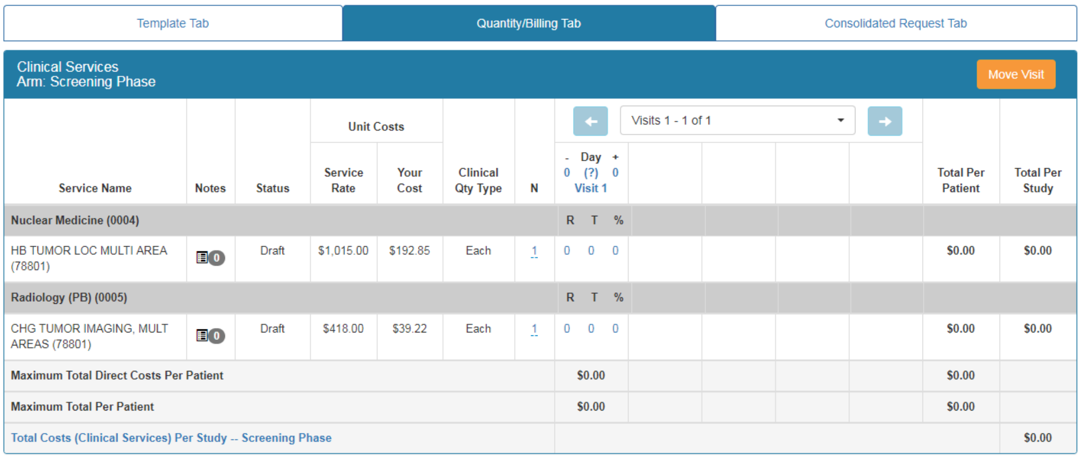
Enter the "Estimated" study **Start and End date**s. Add the correct number of study **Arms** and fill in the number of **Subjects** and **Visits** in the corresponding boxes. Notice the first Arm is pre-populated as the **Screening Phase** Arm. Add the number of subjects you expect to screen, as well as how many screening visits each will have. If there is not a Screening Phase then you are able to rename the Arm. Click **Save & Continue** to move forward**.**



IV. Step 4: Service Calendar

For each ARM enter the visit day in chronological order as well as a visit window if necessary. Next, apply a checkmark to indicate which services will be performed for each visit on the **Template Tab**. When applicable, use the green check marks to select all. Non-clinical Services are located at the bottom of the visit calendar, where you can request the desired quantity; note that it will automatically be populated with the minimum amount, but you are able to indicate more.



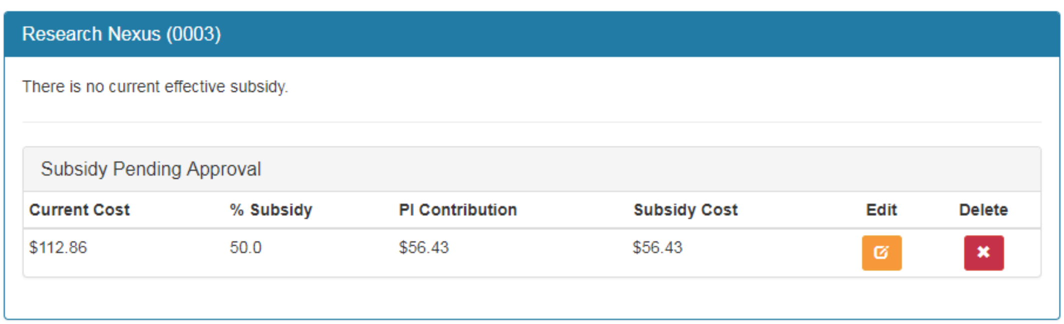


Service Name	Notes	Status	Unit Costs: Service Rate	Unit Costs: Your Cost	Clinical Qty Type	N	- Day + 0 (?) 0 Visit 1	Total Per Patient	Total Per Study
Nuclear Medicine (0004)							R T %		
HB TUMOR LOC MULTI AREA (78801)	0	Draft	$1,015.00	$192.85	Each	1	0 0 0	$0.00	$0.00
Radiology (PB) (0005)							R T %		
CHG TUMOR IMAGING, MULT AREAS (78801)	0	Draft	$418.00	$39.22	Each	1	0 0 0	$0.00	$0.00
Maximum Total Direct Costs Per Patient							$0.00	$0.00	
Maximum Total Per Patient							$0.00	$0.00	
Total Costs (Clinical Services) Per Study -- Screening Phase									$0.00

Toggle to **Quantity/Billing Tab** to change the quantity of services and indicate how individual services are funded (R for research, T for third party, and/or % for percent effort). When completed, click **Save & Continue**.

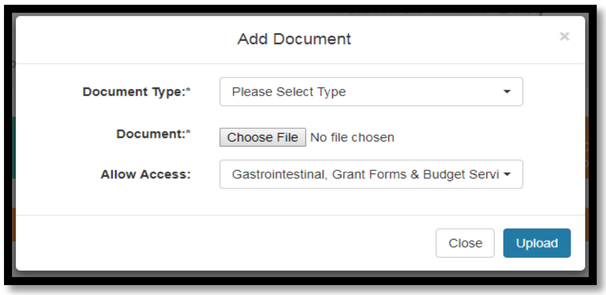
V. Step 4b: Subsidy Information (if applicable)

If your services are eligible for a subsidy/funding award you will be prompted to fill in the **Percent Subsidy** or **PI Contribution**. The **PI Contribution** is how much the PI is contributing to the total cost of the request for a given program/provider/core.

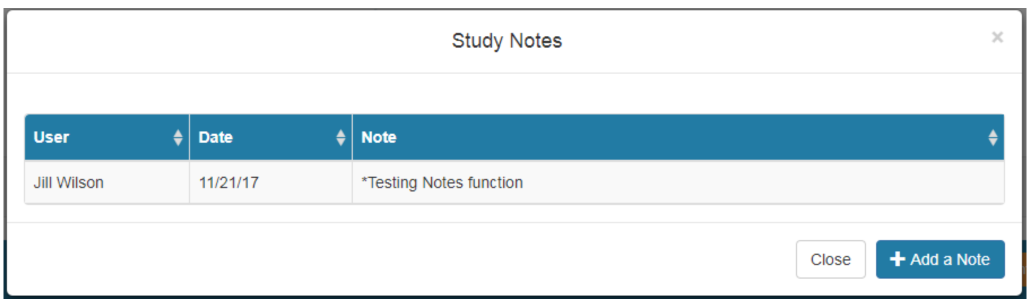


VI. Step 5: Document, Notes, and Forms

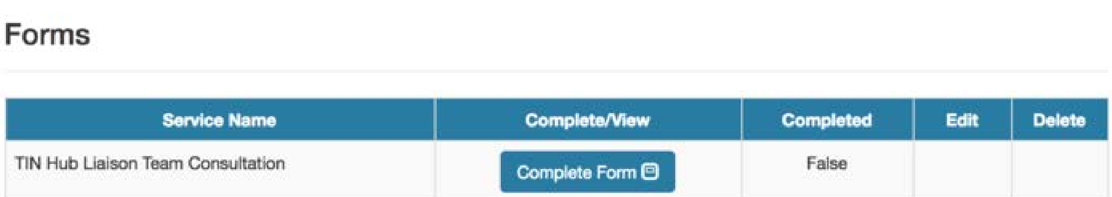
Documents: If you have documents to share, click **Add a New Document.** Choose the **Document Type**, select choose file to upload, then indicate which service providers should be allowed access to the document, and click **Upload**. You may upload as many documents as needed.

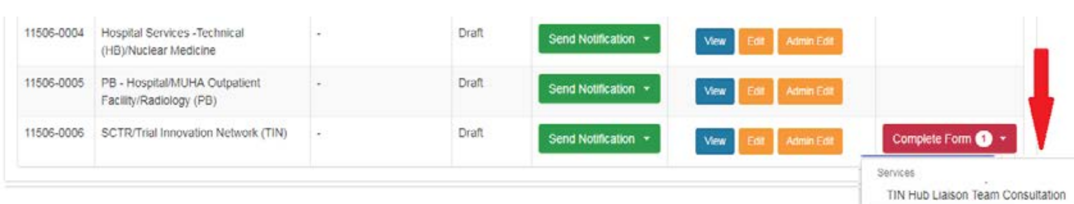


Notes: There is a protocol notes section where you can enter important notes for your study/project.



Forms: In addition, if the service provider is requesting more information be sure to complete the associated form. Forms can be completed from both **SPARCRequest Step 5** and from **SPARCDashboard**.



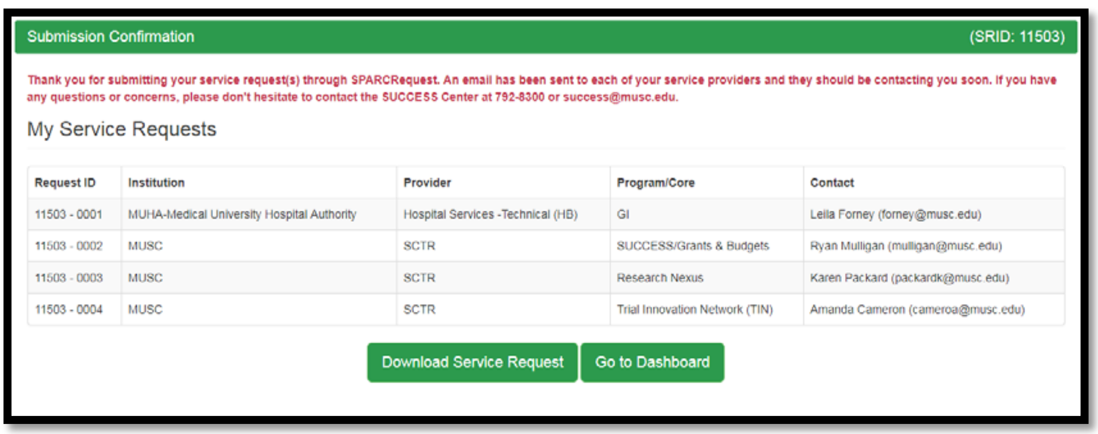


VII. Step 6: Review Your Request

Review all of the details of your service request. If you wish to make changes click **Go Back**. If no changes are needed click **Save as Draft, Get a Cost Estimate,** or **Submit to Start Services**. Please take the satisfaction survey when prompted.

Submission Confirmation

A confirmation screen will appear with contact information for each service provider and request IDs. From here you can either access your dashboard (see SPARCDashboard Step by Step Guide) to edit information or you can click **Download Service Request** to obtain a copy for your records.



If you have any questions while using SPARCRequest, or would like a more detailed demo, please contact us at the SCTR SUCCESS Center.

Contact Us

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