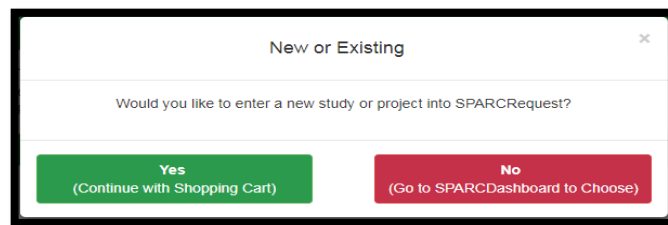
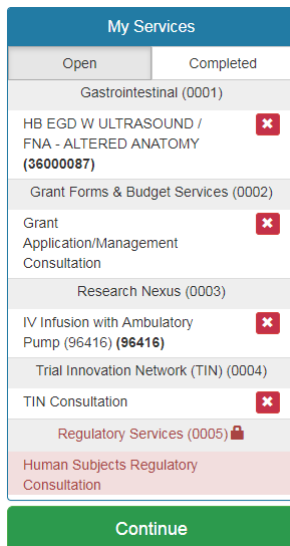


## SPARCRequest Step-by-Step Training Guide

### 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 The “Completed” tab of the My Services cart shows the finished (complete/withdrawn/invoiced) requests that were previously fulfilled on an existing study/project.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 dates**. 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.

**Milestones** Used for Study/Project metric tracking

Start Date\*

End Date\*

Estimated Recruitment Start Date

Estimated Recruitment End Date

**Arm Information** Used to build your Calendar Structure

[Add Arm](#)

Arm Name	Subject Count	Visit Count	Edit	Delete
Screening Phase	1	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
screening2	1	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

#### 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.

Template Tab			Quantity/Billing Tab				Consolidated Request Tab				
Clinical Services Arm: Screening Phase										Move Visit	
			Unit Costs				Visits 1 - 1 of 1				
Service Name	Notes	Status	Service Rate	Your Cost	Clinical Qty Type	N	Day 0 (?) 0 Visit 1			Total Per Patient	Total Per Study
<b>Nuclear Medicine (0004)</b>											
HB TUMOR LOC MULTI AREA (78801)		Draft	\$1,015.00	\$192.85	Each	1	<input checked="" type="checkbox"/>			\$0.00	\$0.00
<b>Radiology (PB) (0005)</b>											
CHG TUMOR IMAGING, MULT AREAS (78801)		Draft	\$418.00	\$39.22	Each	1	<input checked="" type="checkbox"/>			\$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	
<b>Non-clinical Services</b>											
Service Name	Notes	Status	Unit Costs		Unit Type #	Qty Type #	Total Per Study				
<b>Biostats (0001)</b>											
Biostatistical Education		Draft	\$0.00	\$0.00	N/A	Hours	1	\$0.00			
<b>Research Nexus &gt; Research Navigation (0002)</b>											
Laboratory Consultation		Draft	\$0.00	\$0.00	N/A	each	1	\$0.00			
<b>REDCap (0003)</b>											
REDCap for NON-RESEARCH		Draft	\$0.00	\$0.00	N/A	Hours	1	\$0.00			

# SPARC Request

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Template Tab		Quantity/Billing Tab				Consolidated Request Tab					
Clinical Services Arm: Screening Phase <span style="float: right;">Move Visit</span>											
		Unit Costs				Visits 1 - 1 of 1					
Service Name	Notes	Status	Service Rate	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)		Draft	\$1,016.00	\$192.85	Each	1	0	0	\$0.00	\$0.00	
Radiology (PB) (0005)							R	T	%		
CHG TUMOR IMAGING, MULT AREAS (78801)		Draft	\$418.00	\$39.22	Each	1	0	0	\$0.00	\$0.00	
Maximum Total Direct Costs Per Patient									\$0.00		
Maximum Total Per Patient									\$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.

Research Nexus (0003)					
There is no current effective subsidy.					
Subsidy Pending Approval					
Current Cost	% Subsidy	PI Contribution	Subsidy Cost	Edit	Delete
\$112.86	50.0	\$56.43	\$56.43		

## 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.

# SPARCRequest

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

User	Date	Note
Jill Wilson	11/21/17	*Testing Notes function

**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**.

## Forms

Service Name	Complete/View	Completed	Edit	Delete
TIN Hub Liaison Team Consultation	Complete Form	False		

11505-0004	Hospital Services -Technical (HB)/Nuclear Medicine	-	Draft	Send Notification	View Edit Admin Edit	
11505-0005	PB - Hospital/MUHA Outpatient Facility/Radiology (PB)	-	Draft	Send Notification	View Edit Admin Edit	
11505-0005	SCTR/Trial Innovation Network (TIN)	-	Draft	Send Notification	View Edit Admin Edit	Complete Form

Services  
TIN Hub Liaison Team Consultation

## 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.

Submission Confirmation
(SRID: 11503)

Thank you for submitting your service request(s) through SPARCRequest. An email has been sent to each of your service providers and they should be contacting you soon. If you have any questions or concerns, please don't hesitate to contact the SUCCESS Center at 792-8300 or success@musc.edu.

#### My Service Requests

Request ID	Institution	Provider	Program/Core	Contact
11503 - 0001	MUHA-Medical University Hospital Authority	Hospital Services - Technical (H&B)	GI	Lella Forney (forney@musc.edu)
11503 - 0002	MUSC	SCTR	SUCCESS/Grants & Budgets	Ryan Mulligan (mulligan@musc.edu)
11503 - 0003	MUSC	SCTR	Research Nexus	Karen Packard (packardk@musc.edu)
11503 - 0004	MUSC	SCTR	Trial Innovation Network (TIN)	Amanda Cameron (cameroa@musc.edu)

Download Service Request
Go to Dashboard

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

SUCCESS Center  
 Phone: 843-792-8300  
 Email: success@musc.edu  
 125 Doughty St. Suite 100  
 Charleston, SC 29425