

How do I get a study into the Pediatric Research Center

PEDIATRIC RESEARCH CENTER (PRC) at EGGLESTON

Location: Butterfly Elevators to 2nd Floor
Inside the TICU, immediately on the Right

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CHECKLIST CHOA ROUTING

- E-mail the study protocol to the PRC at PRC@choa.org
The protocol will be assessed to ensure that the PRC is capable of providing all services necessary for the study.
- E-mail the study protocol to CHOA's Office of Research Administration at Grantsadmin@choa.org
The protocol will be assessed by a Sponsored Research Administrator for CHOA budget and department routing needs.
- Send DAF and Budget Requests to all CHOA ancillary services required by study **INCLUDING** the PRC.
Contact info. located on the DAF. Forms can be found here:
<http://careforceconnection/Departments/SponsoredPrograms/SitePages/FORMS.aspx>
Ancillary budgets should be returned to the coordinator and Office of Research Administration for inclusion into CHOA budget. (DAF=Department Approval Form)

CHECKLIST ACTSI SUBMISSION

- Submit the below completed items to cnetwor@emory.edu
 - ACTSI protocol submission form: <http://www.atlantactsi.org/areas/crn/documents/CRN%20application%20form>
 - Emory IRB letter of approval (*if available*, can route still if IRB pending)
 - IRB-approved consent forms. *If you do not have the IRB-approved consent, a draft version will be accepted.**Full submission Information can be found here: http://www.atlantactsi.org/areas/crn/protocol_submission/index.html*
- The ACTSI submission will go to the Scientific Advisory Committee (SAC) for review and approval.
 - Submit your protocol 3 weeks in advance of the meeting. *Meeting dates and submission deadlines can be found under **SAC Meeting Schedule** the bottom of this link: http://www.atlantactsi.org/areas/crn/protocol_submission/index.html*
- Submit draft order sets to PRC at PRC@choa.org for edits
*Draft order sets are due **2 weeks prior** to roundtable meeting. Use CHOA PRC Day to Day Template found here: http://www.atlantactsi.org/areas/crn/protocol_submission/forms.html*
- Schedule Roundtable Meeting with PRC after SAC approval letter received.
- Contact Khushbu Amin at kamin5@emory.edu to obtain CR-Assist access & complete study set-up form.
Study set-up form can be found here: <http://www.atlantactsi.org/areas/crn/cr-assist/index.html>
CR-Assist is the patient scheduling system used to request room space in the PRC for all appointments.
- Contact Audrey Kelly at Audrey.kelly@emoryhealthcare.org to schedule CR-Assist training & for study visit set-up
Please contact Audrey AFTER study team has access and study has been loaded in by Khushbu.

**For Questions or Assistance, please contact:
the PRC (404-785-0400) or
Stephanie Meisner, RN, BSN, CCRP—PRC Manager
Stephanie.meisner@choa.org (404-785-6453)**