Use iLab Solutions to Initiate Requests for Biobank Samples & Data
Mary Hall, MBA, PhD

The Center for Clinical and Translational Sciences (CCTS) Biobank recently implemented iLab Solutions, which went live for the Biobank on March 1, 2016, as part of a UT System-wide initiative for core services management. Researchers can now use iLab to initiate requests for biological samples and data of interest to their research from the CCTS Biobank.

1) Access the UTHealth iLab site at the following link: https://uthcorefacilities.org
2) Under ‘Core Facilities,’ click on the ‘CCTS Biobank.’
3) Log in using your authorized UTHealth or iLab credentials (or register for an iLab account).
4) Click the ‘Request Services’ tab to request biological samples (e.g., PBMCs, DNA, Plasma, RBCs) and/or related data. There is a one-time processing fee of $50.00 per request, which will be invoiced via iLab.

To access the UTHealth user training video for an initial iLab overview and example, use the below link:
- http://www.screencast.com/t/SHsyV2Rp

For further information about iLab, contact Amy Hazen or Barbara Legate at:
- Amy.Hazen@uth.tmc.edu
- barbara.s.legate@uth.tmc.edu

Or, contact the CCTS Biobank program manager, Mary Hall, at:
- UTHealth_CCTS_Biobank@uth.tmc.edu
- or 713-500-2092
**Stephanie Francisco Joins CPHS as IRB Panel 1 Coordinator**

Stephanie Francisco, BA is the newest member of the CPHS team, serving as IRB Coordinator for Panel 1. Stephanie grew up in San Antonio and just moved to Houston, where her husband moved their family for his new job. She has a Bachelor of Arts degree in Public Relations from the University of Texas at San Antonio. She has worked in clinical research for the past four years as an executive assistant. Stephanie is married and stays quite busy with her two year old. Welcome, Stephanie, and we’re so happy to have you at UTHealth!

**The Clinical Research Finance (CRF) Team has Two New Members**

Cassandra Varacalli, MBA comes to us from the Clinical Innovation and Research Institute (CIRI) at Memorial Hermann Health System. She graduated from Baylor University with a Bachelor of Science in Neuroscience and recently earned her MBA with a focus in Finance from The University of St. Thomas in Houston. She has joined the UTHealth Office of Sponsored Projects as a Business System Analyst on the Clinical Research Finance team. Please join us in welcoming Cassandra to SPA and to UTHealth!

Kyle Jernigan, BBA has worked at UTHealth since July 2013, previously in the Medical School’s Oncology Division under the direction of Dr. Robert Amato. Prior to joining UTHealth, Kyle received a Bachelor’s of Business Administration from Sam Houston State University. He has now joined the Office of Sponsored Projects as part of the Clinical Research Finance team as a Clinical Research Financial Analyst. Congratulations and good luck on your new position within our institution!

**Upcoming Certification Testing Dates**

CCRP certification: For those interested in becoming a Certified Clinical Research Professional, the next exam in Houston is at Methodist Hospital on November 5, 2016 with a registration deadline of September 23, 2016. You can find more information here.

CCRC certification: The next exam dates for certification as a Clinical Research Coordinator (CRC) are in September and October of 2016. Applications are due by August 15, 2016, and you can find more information here.
Clinical Research Billing Certification Form Required Starting in FY2017

John Valenta, MS

What is the Purpose of this New Form?
In 2015, UTHealth’s clinical research billing practices underwent a rigorous internal audit to assess its compliance with federal law and regulation. In response to findings from the audit, the Clinical Research Finance (CRF) Team has implemented a new certification form to ensure that Principal Investigators performing clinical research are aware of their responsibilities regarding the billing of services for research patients.

What is the Process?
Effective FY2017, completion of the Clinical Research Billing Certification Form will be required for each clinical trial. This will occur during the normal coverage analysis approval process, and will be submitted alongside the qualifying questions.

Questions?
If you have any questions regarding the Billing Certification Form, please feel free to contact the Clinical Research Finance Team at 713-500-3952 or crf@uth.tmc.edu.

NIH Policy on the Use of a Single IRB for Multi-Site Research

NIH has issued a policy stating that a single IRB of record must be used for non-exempt human subjects research protocols that are NIH funded and that are carried out at more than one site in the United States. The NIH provides guidance at this link, and the policy itself is found at this link.

What is the Goal of the Policy?
The goal of the policy is to eliminate duplicative IRB review of multi-site studies and thus reduce unnecessary administrative burdens and systemic inefficiencies so that research can proceed as expeditiously as possible. The shift in workload away from conducting redundant reviews is also expected to allow IRBs to concentrate more time and attention on the review of single site protocols, thereby enhancing research oversight.

What Types of Awards Does this Policy Apply to?
The policy applies to research supported through grants, cooperative agreements, or contracts. The policy does not apply to career development, research training, or fellowship awards.

When Does this Policy Take Effect?
This policy applies to all competing grant applications (new, renewal, revision, or resubmission) with receipt dates on or after May 25, 2017. Ongoing, non-competing awards will not be expected to comply with this policy until the grantee submits a competing renewal application. For contracts, the policy applies to all solicitations issued on or after May 25, 2017.
Upcoming Training

Clinical Research Finance Lunch and Learn
Objective: Provide staff members guidance on research financial topics (e.g., budgeting, billing, and coverage analysis). Also, a forum to introduce or update financial matters and to present questions or concerns for discussion in an open setting with peers.
Date: July 13, 2016 [Topic: Finding NCDs (National Coverage Determinations) and LCDs (Local Coverage Determinations)]
Time: 11:30 am – 12:30pm
Location: MSB 2.135
Feel free to bring your lunch.
Registration is not required

iRIS Training
Objective: Provide hands-on training in the iRIS system, which is used to submit research protocols to UTHealth’s CPHS and AWC.
Date: July 6, 2016
Time: 1:30 pm – 4:00 pm
Location: UCT 1155 (Parking will be validated)
Registration is required. Register here.

Study Coordinator Monthly Forum
Objective: Discuss best practices in clinical research management and network with administrators and staff from various research groups within UTHealth. More information here.
Date: July 26, 2016 (Research Efficiency Tool: RE-Tool, Heather Cody)
Time: 11:30 am – 1:00 pm
Location: MSB 2.135
Lunch provided for the first 40 participants.
Registration is not required.

Orientation for Clinical Research Staff
Objective: Educate new clinical research personnel on clinical trial management, as well as IRB review and Memorial Hermann study start up processes. The program will lead into the Study Coordinator Forum.
Date: August 23, 2016
Time: 9:00 am – 11:30 pm
Location: MSB G.100
Registration is required. Register here.

About the Clinical Trials Resource Center
It is the mission of the Clinical Trials Resource Center (CTRC) to provide a single portal of expertise and best practices for study teams in order to facilitate efficient, compliant, and ethical study conduct and management. The CTRC office is located at UCT 790. Please visit https://www.uth.edu/ctrc/ for more information.

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