Orientation To Research At UIC
For the Research Coordinator
Resource Guide

Working on research projects at UIC means engaging with a number of different departments and offices within the university system. This resource guide for research coordinators provides an overview of the different campus entities, including some CCTS services, related to research oversight, support, and infrastructure.

This document includes brief descriptions of the campus office or unit, a link to their website, links to frequently used services or resources, contacts, and other relevant information.

Office of the Vice Chancellor for Research (OVCR)

OVCR is the campus unit responsible for the management of the research enterprise at UIC. There are several offices within OVCR that work with investigators and research staff. The roles of these offices fall under three general categories: financial/contracts, research support, and compliance.
Phone: (312) 996-4995
Email: ovcrweb@uic.edu

Research Development Services (RDS)
Research Development provides support to investigators in the early stages of proposal development. Research coordinators may need to work with this office regarding limited competitions, or when looking for funding opportunities. In addition, RDS provides training to faculty and staff on using the Community of Science PIVOT system.
Phone: (312) 996-4995
Email: rds@uic.edu

Office of Sponsored Programs (OSP)
When a research study has external funding, researchers work with OSP pre-award and post-award. Pre-Award is involved with assisting in proposal submission and negotiating the incoming award. Post-Award is responsible for managing awards from account set-up through closeout. Researchers also work with OSP on contracts, clinical trial agreements, data use agreements, data transfer agreements, and material transfer agreements. START myResearch is a single site with links to access four electronic grants management tools: myResearch portal, myDisclosures, myProposals, and myFCOI Checklist.

Pre-Award Phone: (312) 996-2862   Post-Award Phone: (312) 996-3373
Pre-Award Email: awards@uic.edu   Post-Award Email: gcopost@uic.edu

Office for the Protection of Research Subjects (OPRS)
All studies that involve human subjects research must be reviewed and approved before the research can start. The Institutional Review Boards (IRBs) under OPRS evaluate research that involves human subjects for safety and to ensure regulatory and institutional requirements are met. The main OPRS website has links to guidance on

CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE

informed consent, recruitment, and other human subjects protection issues. UIC Research – IRB, the IRB submission portal, includes a library that contains policies and templates for protocols, consents, and HIPAA authorizations.
Phone: (312) 996-1711
Email: uicirb@uic.edu

Office of Animal Care and Institutional Biosafety (OACIB)
The Institutional Biosafety Committee (IBC), within the OACIB, reviews research studies involving recombinant DNA (rDNA), infectious agents or toxins. The Animal Care Committee (ACC) reviews research studies that include animals. Approval from the IBC or ACC is required before research can start.
Phone: (312) 996-1972
Email: oacib@uic.edu

Embryonic Stem Cell Review Committee (ESCRO)
Research studies that involve use of human embryonic stem cells must be reviewed and approved by the Embryonic Stem Cell Review Committee (ESCRO) before they can start.

Office of Research Integrity (ORI)
ORI delivers responsible conduct of research training and investigates reports of suspected research misconduct (fabrication or falsification of research data or plagiarism). The Conflict of Commitment and Interest (COCI) office is also within ORI. Outside activities of academic staff are reported through either the Report of Non-University Activities (RNUA) disclosure (prior to 6/28/2022) or UIC Research-COI (after 6/28/2022). These must be completed at least annually by academic staff, whether or not there are any outside activities to disclose and manage. All non-University activities must be approved by the Unit Executive Officers(s) prior to engaging in the activities. If it is determined that a member of the research team has a conflict of interest, researchers work with the COCI office to develop a COI management plan.
Phone: (312) 996-4995
Email: ori@uic.edu

Research Resources Center (RRC)
The Research Resources Center offers research faculty, staff, and students a diverse inventory of high-end scientific equipment as well as a wide range of services offered by 14 core facilities staffed with highly skilled scientists. In addition, RRC manages the UI Health Biorepository, which stores and disseminates research biospecimens.
Phone: (312) 996-7600
Email: rrcinfo@uic.edu

Office of the Vice Chancellor for Research Quality Improvement Program (QAP)
The QAP website includes a toolkit with logs, checklists and template case report forms, as well as education and training for researchers and links to other resources for managing research studies.

UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE

[Center for Clinical and Translational Science](#) (CCTS)

The CCTS is a campus unit that provides a number of quality services and support for researchers, available to all schools and colleges across UIC. Supported by the National Institutes of Health, CCTS is a conduit to bridge the gap between scientific discovery and clinical application, campus and community, and cutting-edge research and quality practice. CCTS helps investigators and research staff navigate complicated research processes, streamline mentorship matchmaking, manage logistics, and secure funding.
Phone: (312) 413-7316
Email: ask-ccts@uic.edu
[Service Request](#)

[CCTS Regulatory and Bioethics](#)
The Regulatory and Bioethics Support service of the Center for Clinical and Translation Science (CCTS) provides centralized and accessible advice, [guidance](#), and resources on issues related to human research protections, new drug and device authorizations, animal care and use, biosafety and other considerations relevant to the ethical conduct of research across the translational spectrum. Researchers can contact them for questions or help with an IRB, IBC or ACC application. The CCTS website also has guidance on the [consent process](#), including instructional videos and guidance on using electronic consent, or eConsent.
Email: rolech@uic.edu or aljjones@uic.edu

[CCTS Clinical Research Center (CRC)](#)
CRC provides clinical research professionals with specialized training to support clinical research. Services include: initial planning and logistics for a protocol, source documentation creation, data collection, performing testing or procedures required within a protocol, guidance regarding protection of research subjects, orientation of other professionals to clinical research facilitation, and education of subjects regarding clinical research. The CRC nursing staff is comprised of registered nurses and advanced practice nurses with expert clinical knowledge and skills in vast areas of clinical practice. CRC clinical research coordinators also provide hands on clinical and laboratory support.
Email: crosspad@uic.edu

[CCTS Community Engagement Advisory Board (CEAB)](#)
The CCTS CEAB offers consultations for researchers seeking guidance on how to engage communities in research, improve recruitment strategies, and disseminate results through community channels. The CEAB includes community leaders and community-engaged research experts.
Email: ccts-cec@uic.edu

[CCTS Recruitment Pipeline](#)
CCTS services provide an integrated pipeline to support participant recruitment needs throughout the research process, from [biostatistical power analysis](#), to clinical data extracts from the UIC Clinical Research Data Warehouse, to assistance with recruitment strategies through the Community Engagement and Collaboration Core.

Several CCTS participant registries can help researchers identify and recruit participants into research:

UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE

- [University of Illinois Health Research Registry](#) (UIHRR) (UIC-specific)
- [The New Normal](#) (Chicago-area registry shared by multiple institutions)
- [ResearchMatch](#) (national)

[Clinical Research Data Warehouse (CRDW)](#)
The CRDW can provide UIC electronic health data to researchers, including data counts and data abstracts. Researchers wishing to use the CRDW submit a service request to set up an initial meeting prior to accessing the health information. Depending on the type of information accessed, a Data Request Authorization is established, which requires IRB review and approval before the data is released.

[REDCap (Research Electronic Data Capture)](#)
REDCap is a research data capture tool that is used to administer surveys and collect data, and securely store data. RedCap can also facilitate obtaining informed consent when there will not be personal interaction with subjects.

[Professional Development](#)
The CCTS's TrACTS (Training and Advancement of Careers in Translational Science) Suite offers a broad, flexible, and integrated set of educational and professional development programs to assist individuals in enhancing their clinical and translational research skills.

[Office of Business and Financial Services (OBFS)](#)
OBFS sets up spending accounts for research and establishes policies and procedures related to financial operations associated with research studies, such as [participant compensation](#) and collection of [social security](#) information from participants. Researchers who are [spending money](#) from a research grant or contract will work with OBFS. This office oversees the use of university credit cards ([p-cards](#) and [t-cards](#)) and [payments to vendors and consultants](#). They also manage the [iBuy](#) online purchasing system, a virtual warehouse of vendor catalogs and a requisition/order system.

[Clinical Research Finance Office](#) (CRFO)
The CRFO is part of the Clinic Research Office, and oversees billing compliance / coverage analysis as well as EPIC for clinical research. Their website includes a centralized resource for researchers conducting clinical trials at UIC, with links to other university offices related to grants and contracts and IRB submissions.
Email: [researchfinance@uic.edu](#)

[Billing Compliance / Coverage Analysis](#)
CRFO reviews research studies that utilize resources from the University of Illinois Hospital and Clinics, UIC College of Medicine office-based clinics, Mile Square Health Center, or Ryan White Infectious Disease Clinics to determine whether medical services are billable to the participant or their insurance, versus those that cannot be billed. This is called "coverage analysis."
Email: [researchfinance@uic.edu](#)

UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE

EPIC
Research studies that utilize resources from the University of Illinois Hospital and Clinics, UIC College of Medicine office-based clinics, Mile Square Health Center, or Ryan White Infectious Disease Clinics must also be activated in EPIC, UIC's electronic health record platform.
Email: researchfinance@uic.edu

Clinicaltrials.gov
The CRFO website has information and links for research studies that require registration on clinicaltrials.gov, with a focus on information available on federal websites. Additional information on which studies require registration on clinicaltrials.gov, as well as information on the registration process at UIC, can be found on the OPRS website.

Environmental Health and Safety Office Research Safety Program (EHSO)

EHSO establishes policies and procedures and provides training for research that involves chemical and biological hazards or radiation. Researchers that use or ship hazardous materials work with EHSO to obtain appropriate approvals. Projects that use x-rays, CT scans, or other radiation emitting drugs or devices for research purposes may require approval from the Radiation Safety committee.
Phone: (312) 996-7411
Email: health-safety@uic.edu

UI Cancer Center Protocol Review Committee (CC-PRC)

The CC-PRC evaluates all UIC clinical research studies that include patients with cancer or individuals at risk for cancer. Approval from the CC-PRC may be required before IRB submission.
Phone: (312) 996-9146
Email: cfitzg3@uic.edu

Investigational Drug Service (IDS)

Clinical investigations of drugs or biologics at UI Health, whether they are FDA-approved or investigational, must be registered with the IDS. The IDS also stores and dispenses study medication.
Phone: (312) 996-4541
Email: idspharmacy@uic.edu
Location: Hospital Pharmacy Services C300

Hospital and Clinics

UI Hospital
For research enrolling patients from the UI Health hospital and clinics, accessibility services may be available. These range from transportation and parking, service

animals, and language services for non-English speakers and the hard of hearing. The hospital also has [social workers](#), case managers and navigation support.

[Mile Square Clinics](#)
Mile Square Health Center includes UIC-affiliated community based health care centers. Researchers who want to conduct research or recruit at these centers are required to first submit a research application form.

Parking Services
Parking stickers can be purchased for on-campus parking for research participants.

Office of the Registrar
Researchers that want to use UIC student records for their projects should contact the UIC Office of the Registrar. Researchers that want to request a waiver of consent from the IRB to access student records may also be required to get approval from the Registrar office.

Technology Solutions
UIC's Technology Solutions is a unified information technology (IT) website at UIC. It houses policies that may affect research operations, such as email and phone requirements for university business. In addition, they offer the following suite of services for the UIC research community:
[BOX](#) (general cloud storage)
[UI Health BOX](#) (HIPAA compliant cloud storage)
virtual meeting products such as [Zoom](#) and [WEBEX](#)
[Qualtrics](#) (customizable, web-based survey platform for creating, publishing, and analyzing survey data)
[Adobe Sign](#) (electronic signatures)
[IRB Technology Security Assessment](#)

University Library
The university Library system has support for research and publishing, including posted guidance for researchers on data management on their website. The library also offers training and seminars related to data security.

Created: 16 June 2022
Updated: 18 July 2022

UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE