

# Frequently Asked Questions

## ◆ How do I get started on a research project?

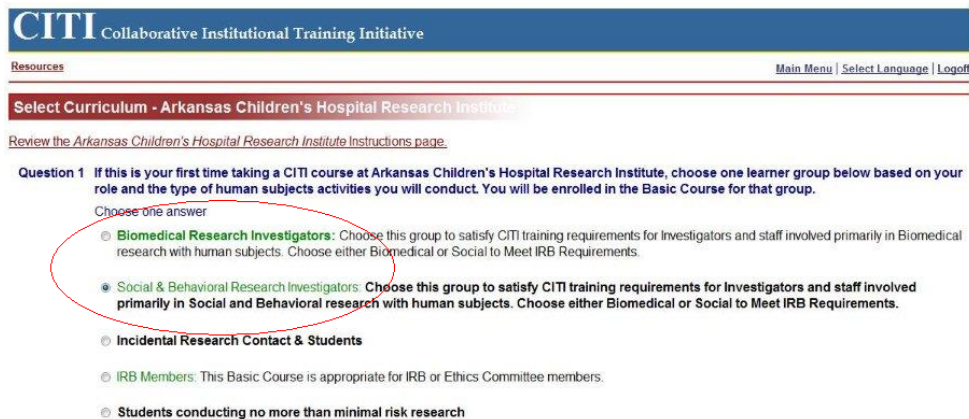
Contact the Nursing Research Department. \*See Important Resources\*

ACH policy requires that all research, abstracts submitted to conferences, and manuscripts submitted for publication be reviewed by the Nursing Research Committee. This policy applies to those employed by Patient Care Services, Ambulatory Care Services, and the Nursing Division. Angela Green will route your project through the Nursing Research Committee.

Federal regulations require that projects that collect data from or about human subjects must be approved by the Institutional Review Board (IRB) **prior** to collecting data. **This is very important!** The Nursing Research Committee can help you with the IRB process. The first step is to complete IRB required human subjects training as outlined below.

## ◆ How do I receive IRB training?

IRB training is required for those participating in research. Register for courses through the following website: <http://www.citiprogram.org/>



The screenshot shows the CITI website interface. At the top, there is a blue header with the text "CITI Collaborative Institutional Training Initiative". Below the header, there are navigation links: "Resources", "Main Menu", "Select Language", and "Logoff". A red banner below the header reads "Select Curriculum - Arkansas Children's Hospital Research Institute". Underneath, there is a link: "Review the Arkansas Children's Hospital Research Institute Instructions page." The main content area displays "Question 1" with the instruction: "If this is your first time taking a CITI course at Arkansas Children's Hospital Research Institute, choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group." Below this instruction, it says "Choose one answer" and lists five radio button options. The second option, "Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects. Choose either Biomedical or Social to Meet IRB Requirements.", is circled in red.

Choose either Biomedical or Social and Behavioral based upon your focus area.

\*If you have problems with the system, call: 526-6879.

◆ **How do I obtain an ARIA user name and password?**

First you must have current Human Subject Protection Training through the CITI program - see "How do I receive IRB training?" above. *Make sure you affiliate with ACHRI during the sign-up process.* Once you have completed your training, go to <http://www.uams.edu/irb/submissions.asp>, complete an "ARIA Account Creation/Modification Request form", and follow the directions which accompany it.

◆ **How do I submit to the IRB?**

You submit electronically via an online system called ARIA. You must have an ARIA user name and password to access the system. The process for obtaining these is described below. You complete online forms and upload required documents. The IRB will review them and communicate with you via e-mail.

◆ **What else do I need for IRB submission?**

The following documents submitted in pdf format:

- Abstract
- Research Proposal
- Data collection forms
- Consent/assent forms – if required
- HIPAA forms – if required
- Resume' or CV of all research team members
- Can convert word docs to PDF on the K drive (general folder, generate PDF). Please delete files from this folder after saving them in an alternate location.

◆ **How do I contact the IRB Office?**

501-686-5667 Office Number

501-686-7265 Fax Number

or you may email Beth Scanlan ([Scanlan@uams.edu](mailto:Scanlan@uams.edu)) in the IRB office.

◆ **How do I submit Case Reports?**

ARIA does not at the present time have a dedicated submission form to request review of a case report. In an effort to facilitate submission of case reports for review until ARIA can be modified, the IRB has instituted the following procedure:

1. Investigator(s) prepare an abstract that will be used as part of the case report that will later be submitted for publication. Make certain that the name of each investigator appears on the abstract.
2. Forward the abstract to Beth Scanlan ([Scanlan@uams.edu](mailto:Scanlan@uams.edu)) in the UAMS IRB office.
3. The abstract will be reviewed by the IRB and if acceptable as a case report, the IRB staff will enter the abstract into ARIA assigning it

a number and prepare a letter for the IRB Chair's signature granting permission to proceed with the case report preparation and submission to a journal.

#### RESPONSIBILITY OF INVESTIGATOR(S)

1. Take the web-based Human Subject Training and HIPAA for Research courses and have your ARIA account *prior* to submission of the abstract. The lead author must take the responsibility to make certain that all co-authors have taken the Human Subject Training and HIPAA for Research.
2. Once the case report has been accepted by a journal, upload into ARIA copies of the acceptance letter and manuscript.

#### ◆ Important Resources

1. IRB Policies and Procedures  
[http://www.uams.edu/irb/IRB\\_Policies.asp](http://www.uams.edu/irb/IRB_Policies.asp)
2. IRB tips  
[http://www.uams.edu/irb/IRBtips\\_tools\\_researchlinks.asp](http://www.uams.edu/irb/IRBtips_tools_researchlinks.asp)
3. Nursing Research Committee
4. Nursing Research Department:

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