

Frequently Asked Questions

◆ How do I get started on a research project?

Contact Angela Green (364-3250; greenal@archildrens.org)

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.uams.edu/irb/submissions.asp>

- CITI program

If you have problems with the system, contact 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 above. 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?**

Documents 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) 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 the UAMS IRB office (IRB@uams.edu).
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 submit certificates to IRB office 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_Policies3.asp
2. IRB tips
<http://www.uams.edu/irb/submissions.asp>
3. Nursing Research Committee

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