

Investigator Checklist: Conducting Research at CVMC

Planning the research study ▶▶▶▶

STEP 1

*To Begin

- Register on CVMC's website
 - <https://catawbavalleymedical.org/for-professionals/for-students/college-university-students/>
- Visit CVMC's Human Subjects Research (HSR) website for additional information
 - <http://irb.catawbavalleymedical.org/>
 - Access "for Investigators" section
 - Getting Started
 - Training
 - Top Ten Investigator Responsibilities
 - Forms: application, study closure, etc.
- Develop an abstract describing study purpose, sample & methods
- Contact CVMC's Department for Research & EBP
 - Collaborate in determining how the sample population will be obtained
 - Confirm IRB category for submission
 - Submit inquiry to research@cvmc.us
 - Arrange an appointment with the Department Director

Gaining IRB approval ▶▶▶▶▶▶▶▶

STEP 2

*Begin Step 2 only after Step 1

- Complete the IRB Application found on the HSR website
- Complete education for Protecting Human Research Participants (PHRP).
 - [National Institute of Health \(NIH\)](#), or
 - [Collaborative Institutional Training Initiative \(CITI\)](#)
- Continue collaboration with the Department for Research and EBP
 - Review completed IRB application
 - Complete confidentiality agreement
 - Submit request for a data storage private folder
 - If applicable, design a Private Health Information (PHI) abstracting request
- Confirm IRB application is ready for submission
- Submit research application to the IRB
 - irb@cvmc.us

Conducting and closing the study

STEP 3

* Begin Step 3 only after Step 2

- Await IRB decision in writing**
- Conduct research only after receiving IRB approval
- Continue Collaboration with the Department for Research and EBP
 - Notify when data collection is complete
 - De-identify collected data
 - If applicable, gain permission to transfer de-identified data to external storage device for off-site analysis
- Study Closure
 - Submit a completed Study Closure Form to irb@cvmc.us
- You are encouraged to
 - Prepare and present a poster of your research findings at the annual CVMC Spring EBP Poster Session