

## What Do you Want To Do?

	Research Enterprise			Grant Acquisition
	Research Support Services (RSS) Contract Support Services Legal (CSS)	Research Administration (RA)/ Seton Institutional Review Board (IRB)	Sponsored Projects Finance (SPF)	Grant Acquisition Office (GAO)
WHEN YOU WANT TO...	Complete a Study Feasibility Assessment Prepare a Budget or Build a study in CTMS Obtain preliminary data and Information Obtain training for study staff Review an Informed Consent Document Submit a legal document for review & signature Submit a contract Submit an NDA/CDA Determine if a contract is needed Negotiate a contract with a sponsor Study execution and management Prepare for a research audit Respond to a research audit	Submit using the Site Approval Tool (SAT) Submit an Emergency Use request Submit a Humanitarian Use Device (HUD) request Request a QI Determination Complete Conflict of Interest Complete Required Training Understand Compliance Issues Regulatory & Guidelines Study Monitoring Register your trial on Clinicaltrials.gov Request a TOPAZ account Submit a study for Seton IRB Review	Account for project revenues & expenditures Request financial training (PI/Coordinators) Add a coordinator to ClinCard System Obtain cost center information Understand post-award CTMS activities Understand Time & Effort reporting Understand research participant billing Plan your local site kick-off meeting Complete a financial report for a sponsor Prepare a grant budget narrative Prepare for a financial audit Respond to a financial audit Consult on financial compliance issues	Identify a source of funding Identify an internal or external collaborator Coordinate a multi-disciplinary grant Obtain Institutional Information for a grant Develop your grant strategy Obtain grant training & resources Submit a grant proposal to a funding agency Complete eRA Commons Account tasks Create or Affiliat ean eRA Commons ID Create your NIH biosketch Request template Letters & Toolkits Report your grant-funded project outcomes
WHEN YOU ...	Have a research idea Are developing your own research Are contacted by a Sponsor Receive a CDA/NDA from a Sponsor Receive a contract from a Sponsor	Need to complete your required training Want to submit previous training certificate Need to complete Conflict of Interest Want to submit a study for IRB Review Have questions about federal regulations	Have questions about your study budget Receive an award for a funded project Are ready to start-up your study Need to access a restricted funds account	Have a research idea in need of funding Are ready to submit your proposal Will collaborate on a grant as a subaward Need to submit a letter of intent Need to report funded project outcomes
TIPS	Complete the PI Request Form Complete training to obtain Research Privileges	Keep your CITI training and CV current Request a IRB determination if you are unsure	Use the correct federal fringe and F&A rates Be sure to account for all research costs	Determine eligibility (with funding agency) Contact the technology team for inventions